

**DIVISION OF  
GENERAL STUDIES**

**1995/1997 CATALOGUE**

*Brooklyn Campus*

**SEPH'S COLLEGE**

*New York*

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# ST. JOSEPH'S COLLEGE

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*Division of General Studies*

*New York*

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Brooklyn Campus and Brooklyn Extension Sites

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97

CATALOGUE

BROOKLYN CAMPUS

265 Clinton Avenue

Brooklyn, New York 11205-3688

(718) 399-0068

SUFFOLK CAMPUS

155 West Roe Boulevard

Patchogue, New York 11772-2399

(516) 447-3250

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Notwithstanding anything contained in this catalogue, the College administration expressly reserves the right, where it deems advisable,

1. to change or modify its schedule of tuition and fees, and
2. to withdraw, cancel, reschedule or modify any course, program of study or degree, or any requirement in connection with any of the foregoing.

## NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, handicap, or marital status in its educational programs, admissions policies, employment policies, financial aid or other school administered programs. This policy is implemented in compliance with all applicable federal, state, and local statutes or regulations.

# THE COLLEGE

## MISSION AND GOALS OF ST. JOSEPH'S COLLEGE

The mission of St. Joseph's College is to provide a strong academic and value-oriented education rooted in a liberal arts tradition that supports provision for career preparation and enhancement. The College aims in this way to prepare each student for a life characterized by integrity, intellectual and spiritual values, social responsibility, and service—a life that is worthy of the College's motto, *Esse non videri*: "To be and not to seem."

Independent and coeducational, St. Joseph's College provides affordable private education that serves a diverse population of academically eligible students who live within commuting distance of either the Brooklyn or Suffolk Campus.

St. Joseph's College affirms the dignity, freedom, and inherent value of each person. This affirmation is realized through a student-centered environment wherein the faculty's primary commitment is to excellence in teaching. In this open, supportive atmosphere, students are challenged to develop their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning.

To accomplish this mission, St. Joseph's College has established the following goals:

- to offer curricula that foster the knowledge and intellectual skills associated with the liberally educated person;
- to encourage students to develop personal value systems, responsible self-direction, and committed participation in the local and global communities;
- to help students develop as whole persons by providing individual attention, interactive teaching, and opportunities for active participation in academic and extracurricular programs;
- to prepare students for their careers by offering the necessary professional and pre-professional education;
- to provide for the needs of a diversified student population with varied educational and professional experiences;
- to foster an environment of openness to the exploration and understanding of diverse ideas, traditions, and cultures;
- to support educational programs and services that will contribute to the vitality of the communities served by the Brooklyn and Suffolk Campuses.

## HISTORY

Chartered by the Regents of the University of the State of New York on February 24, 1916, St. Joseph's College for Women, as it was then known, held its first classes at 286 Washington Avenue, located in the Clinton Hill section of Brooklyn. Two years later, having outgrown its original facility, the College moved to the present site of the Main Campus at 245 Clinton Avenue in Brooklyn. In recognition of its evident success, stability, and soundness of program, the Regents granted St. Joseph's College an Absolute Charter in 1929. Reverend William T. Dillon, J.D., Professor of Philosophy, Dean of the College, and later its President, guided its growth during the significant years that followed. The College was accredited in 1928 by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools. Maintaining high standards of academic excellence, professional competence, and a notable spirit of community service, the College drew increasing numbers of young women. Having pioneered in the study of Child Development, St. Joseph's opened a laboratory pre-school in 1934.

Sister Vincent Thérèse Tuohy assumed the presidency in 1956. Under her leadership, the long term development program for the College was concertized in the erection of two facilities. McEntegart Hall, a multifunctional building housing the library and classrooms, was opened in 1965; the Dillon Child Study Center followed in 1968.

Sister George Aquin O'Connor was elected President and assumed responsibility on July 1, 1969. In 1970, a Charter amendment changed the name to St. Joseph's College, New York and enabled the College to admit the first men students to full matriculation. On February 2, 1971, St. Joseph's College inaugurated an extension program in Suffolk County in the collegiate center formerly known as Brentwood College, and moved to develop a degree program in Brentwood oriented to the third and fourth years of college. This Upper Division baccalaureate program opened in September, 1972, and the Board of Regents of the State of New York authorized St. Joseph's College to join C.W. Post Center, L.I.U., in a Coordinate Campus program, the first such pattern adopted in the State. In 1976 on petition of the Trustees, this Suffolk County operation was authorized by the Regents to operate as a branch campus of St. Joseph's College. In 1978 St. Joseph's College expanded its operation at the Suffolk Branch Campus to a full four-year program, and in 1979 moved to a new twenty-five acre lake-side campus in Patchogue.

A continuing education program, which over many years had provided courses for adults on a non-matriculated basis, in the early 1970's developed a more clearly defined program for non-traditional and/or career oriented adults interested in earning a degree. In April 1974, the College registered with the New York State Education Department the Bachelor of Science in General Studies. This program and additional programs designed for adult professionals are administered by the Division of General Studies, with courses offered in Brooklyn, at the Suffolk Branch Campus, and at the extension sites.

An upper division Nursing Program was registered by the New York State Education Department in 1986, and received accreditation by the National League for Nursing in 1991.

In Fall 1994, an accelerated Weekend College, administered by the Division of General Studies, was inaugurated at the Suffolk Campus.

In 1995, the College introduced its first masters program, a Master of Arts in Infant-Toddler Therapeutic Education, at the Suffolk Campus.

## LOCATION

St. Joseph's College has two campuses: the Main Campus is located in the residential Clinton Hill section of Brooklyn, and the Suffolk Branch Campus is located in Patchogue, Long Island.

The Main Campus: St. Joseph's College, as an urban college with a campus, offers easy access to all transit lines, to the Long Island Expressway, to all bridges in Brooklyn, Manhattan, and Queens, as well as to the Verrazano-Narrows Bridge to Staten Island. This convenient location brings students from every part of the Greater New York Metropolitan Area to the College each day, where they enjoy the freedom of campus life while profiting from the many cultural advantages of New York City. Within the space of one half hour, students leaving St. Joseph's College may find themselves in the Metropolitan Museum of Art, the 42nd Street Library, Carnegie Hall and Lincoln Center, the Broadway theatre district, Madison Square Garden, or Shea Stadium.

The College itself stands in the center of one of the nation's most diversified academic communities, consisting of six colleges and universities within a two-mile radius of each other. St. Joseph's College offers its students easy access to the other colleges and such cultural facilities as the Brooklyn Academy of Music, the Brooklyn Public Library, and the Brooklyn Museum.

The Suffolk Campus of St. Joseph's College is located in Patchogue at 155 Roe Boulevard. It is bounded on the north by Sunrise Highway. It is easily accessible from the south shore locations via Southern State, Sunrise Highway, (Exit 52) and from central and northern Long Island via Veterans Highway, Patchogue-Holbrook Road, Nichols Road, or Route 112.

In addition to the Brooklyn and Suffolk campuses, the College has extension sites located in Manhattan, Queens, Bronx, Brooklyn, Nassau, and Suffolk. These have been established to make a portion of students' coursework available in convenient locations. More information on these can be obtained by consulting the schedule of courses prepared prior to each semester.

## FACILITIES

### BROOKLYN CAMPUS

#### ***The Administration Building--Sister Vincent Thérèse Hall***

Named in memory of a late President of the College, the Administration Building contains student lounges, classrooms, an auditorium, computer facilities, student government offices, the gymnasium, and of course, administrative offices. The Little Theatre, used by the Speech Department, is located on the second floor of the building. The chemistry and physics laboratories, the art studio, seminar rooms, and an audio-visual room are on the third floor.

### ***"245 Building"***

The numeral indicates the address of the original College building, which has traditionally been designated the "245" Building. The parlors, formal dining room, chapel, student lounge and kitchen, and biology instructional and research laboratories are housed in this facility. Parts of the second and third floors are allotted for faculty residence.

### ***Lorenzo Hall***

Lorenzo Hall, located at 265 Clinton Avenue, provides office space for the academic departments. Furnished with departmental libraries, the offices are frequently used for department conferences and informal discussions. The psychology laboratory is located on the first floor of the Hall. The administrative offices of the Division of General Studies are situated in this center.

### ***McEntegart Hall***

McEntegart Hall is a fully air conditioned five-level structure. Four spacious reading areas with a capacity for 300, including individual study carrels and shelf space for 200,000 volumes on four stack levels, provide an excellent environment for research. In addition, McEntegart Hall houses the college archives, a curriculum library, computer laboratories, a nursing education laboratory, a special audio-visual room with a large seating capacity for group viewing. There are eight classrooms, a chapel, dining areas, a faculty study, and faculty and student lounges. The library collection includes more than 115,000 volumes, 3,500 reels of microfilm, 3000 sound recordings, 175 videos, and subscriptions to 450 journals and newspapers. The CD-ROM indexes include InfoTrac, ERIC and CINAHL which allow students to search electronically for specific journal topics. Membership in Academic Libraries of Brooklyn (ALB) and METRO gives students access to libraries throughout the city and provides resource sharing on a regional basis. An interlibrary delivery system and the use of computer and Fax technology facilitate the use of resources needed by students and faculty. INTERNET capability is available. Unusual informational needs are provided to individuals by an excellent library staff.

### ***Dillon Child Study Center***

This Center, an enduring memorial to Monsignor William T. Dillon, late President of the College and founder of the Child Study Department and its Laboratory Preschool, opened in 1968.

The first floor of the Dillon Center contains the offices of the Director and the school nurse, four staff offices and the library. A large Kindergarten classroom and a class for the Early Intervention Program for preschoolers with a developmental delay in language are also located on the first floor with observation facilities. Three preschool classrooms, each with its own observation booth, are located on the second floor, as well as eight rooms for testing, speech therapy and special teaching.

These facilities make possible increased service to the community. Local public and private schools send children to St. Joseph's for testing and consultation.

The Center provides for an enrollment of approximately 100 preschool children. The Center also facilitates the growth of auxiliary programs and inter-institutional cooperation with nursing schools, colleges, and other educational agencies.

### ***The Outdoor Theatre***

Overlooking the Mall is the Molloy Memorial Outdoor Theatre, site of the Commencement Ceremonies.

## **SUFFOLK CAMPUS**

The Suffolk Campus occupies the site formerly known as Seton Hall High School. The main building has been significantly modified and adapted for collegiate use and now contains:

Administrative and Faculty Offices  
Classrooms and Computer Center  
Biology, Chemistry, Physics, and  
Psychology Laboratories  
Nursing Dept. Laboratory  
Art Studios and Music Room

Local History Center  
Faculty and Student Lounges  
Offices for Counseling  
Cafeteria and Rathskellar  
Auditorium and Chapel  
Gymnasium

The Callahan Library at the Suffolk Campus completed in 1990, is a newly completed, modern 25,000 sq. ft., free-standing facility with seating for more than 300 readers. A curriculum library, seminar rooms, administrative offices, and two classrooms are housed in this building. Holdings include over 65,000 volumes, 500 periodicals, supplemented by microfilms, recordings, filmstrips, slides, maps and pictures. An automated integrated local library system has been installed.

Off-campus resources include the library at St. Joseph's Brooklyn Campus, with over 100,000 volumes, and membership in two associations: Long Island Media Consortium and the Long Island Library Resources Council. These memberships establish cooperative associations with the academic and special libraries on Long Island and in the case of media, with the public library systems of Nassau and Suffolk. The hours of library service are adjusted to student need and are posted in the lobby.

The Clare Rose Repertory Theatre is an integral part of the development of St. Joseph's College and serves as a major teaching facility for the College's theatre courses, as well as the performance space for the College and local theatre productions.

In addition, the Campus features athletic fields, two champion-size tennis courts, a track, and parking facilities for 800 cars. This beautiful suburban setting provides a unique background for a satisfying intellectual, social, and extra curricular collegiate experience.

## ACCREDITATION AND MEMBERSHIPS

### ***Accreditation***

The College is accredited by the following:

- Commission on Higher Education, Middle States Association of Colleges and Schools
- The National League for Nursing

The College's programs are registered with the

- New York State Education Department
- Office of Higher Education and the Professions
- Cultural Education Center, Room 5B28
- Albany, New York 12230
- (518) 474-5851

The College's programs are approved by the

- New York State Education Department for the training of veterans

### ***Membership***

The College is a member of many associations, including the following:

- American Council on Education
- Association of American Colleges
- College Entrance Examination Board
- Commission on Independent Colleges and Universities, State of New York
- Council For Adult and Experiential Learning
- Long Island Regional Advisory Council on Higher Education
- National Association of College and University Attorneys
- National Association of College and University Business Officers
- National Association of Independent Colleges and Universities

## ACADEMIC CALENDAR

Classes for the academic year 1995-96 will begin on September 6, and for 1996-97, classes will begin on September 4. To accommodate the needs of the adult population, courses are scheduled in varying patterns-days, evenings, and weekends-including fourteen or fifteen-week weekday sessions, and six-week and twelve-week sessions. These are available for Fall and Spring semesters, with a variation of the pattern during the Summer and for the Suffolk Campus Weekend College Trimester Program. Students should consult the schedule of classes each semester for specific class meeting times and dates.

# ADMISSIONS AND FINANCES

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national and ethnic origin, age, handicap, or marital status in its educational programs, admissions policies, employment policies, financial aid, or other school administered programs. This policy is implemented in compliance with all applicable federal, state, and local statutes or regulations.

## ADMISSION REQUIREMENTS

An applicant wishing to pursue a degree or certificate program within the Division of General Studies must be an adult with a high school diploma or its equivalent and be deemed capable of completing the requirements for the degree or certificate. In addition to having met the general admission requirements of the Division, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree or certificate. Exceptions to this are made with the approval of the Dean. Additional requirements for majors or certificate programs are indicated in the *Curricular Offerings* section of the catalogue.

## APPLICATION PROCEDURE

The application procedure for degrees and certificates offered through the Division of General Studies (other than the Bachelor of Science with a major in Nursing, p. 56) begins when the applicant submits evidence of the high school diploma or equivalent and meets with a Division admissions counselor at either the Brooklyn or Suffolk Campus. During this meeting, the applicant will discuss the program with the counselor and complete an application form.

As part of the admissions procedure, the applicant will complete a brief writing exercise at the College and have it evaluated by a writing instructor. Based on the applicant's prior training and experience, the applicant's writing ability, and the admissions interview, the counselor may make the decision regarding admittance to a degree or certificate program. The counselor may also help the applicant plan a program suitable to the educational needs and goals of the applicant. (See Curricular Offerings for additional requirements and procedures for admission to major and certificate programs.)

An applicant may be provisionally accepted pending receipt of official records of prior education. Such a person may enroll in up to 18 credit hours of coursework. Only after all official records have been received and evaluated will the admissions process be complete and the student fully admitted.

When evidence of a high school diploma or its equivalent does not appear on transfer credit documentation, it will be necessary for the student to submit such evidence in order to be fully admitted.

New York State Law requires college students born on or after January 1, 1957, to be immunized against measles, mumps, and rubella. Consult the admissions counselor for details.

### ***Conditional Acceptance***

An applicant who has satisfied the requirements for admission and is deemed capable of college-level coursework but needs academic skill development is accepted on a "conditional" basis. A person in this category is permitted to register for no more than 12 hours of coursework, to be specified by the admissions counselor. Upon satisfactory completion of the specified courses, the student will meet with an advisor to plan additional coursework as determined by that advisor (not applicable to Nursing majors).

### ***Non-Matriculated Status***

A person may opt to enroll in a limited number of courses for personal or professional enrichment as a non-matriculated student and may accumulate as many as 18 credits. The student may not take additional courses unless he/she applies and is accepted for matriculation. The person seeking to enroll in this category will be subject to the application requirements and procedures described above.

An applicant who has not submitted sufficient material to be provisionally admitted may enroll on a Restricted Non-Matriculated basis. No more than two courses may be taken while in this category, neither of which may be an English writing course. An applicant can only be in this category for one semester.

## INTERNATIONAL STUDENTS

Admission to St. Joseph's College is contingent upon acquisition of a valid student visa (F-1) from the United States Immigration and Naturalization Service.

## PRIOR LEARNING ASSESSMENT

St. Joseph's College recognizes that adults beginning the baccalaureate degree oftentimes bring with them knowledge and skills acquired through a variety of modes. Prior Learning Assessment is an overreaching concept that affords students the opportunity to earn credit for their prior college-level learning. Within the Division of General Studies, the awarding of credit for this prior learning is determined through the following:

### ***Collegiate Coursework***

The Division of General Studies provides for the transfer of up to 96 credit hours from accredited four-year collegiate institutions, and up to 82 credit hours from accredited, community or junior colleges.

The Division also provides for the transfer of up to 60 credit hours from selected New York State Education Department-approved, associate degree granting proprietary institutions.

See page 56 for the transfer credit policy affecting the Bachelor of Science with a major in Nursing.

### ***College proficiency Examinations***

Matriculated students within the Division of General Studies may apply for credit or placement for the equivalent of St. Joseph's College courses on the basis of their successful completion of examinations sponsored by:

1. CLEP—The College Board's College-Level Examination Program (Box 2815, Princeton, New Jersey 08541).
2. REGENTS COLLEGE EXAMINATIONS—The New York State Education Department's Regents College Examinations (State Education Department, Cultural Education Center, Albany, New York 12230).
3. USAFI-DANTES—United States Armed Forces Institute Defense Activity for Non-Traditional Education Support (Commission on Accreditation of Service Experience of the American Council on Education, One Dupont Circle, Washington, D.C. 20036). (Not applicable to Bachelor of Science with a major in Nursing students.)

Students who wish credit or placement on the basis of any of these examinations should have a copy of their scores forwarded from the sponsoring agency to the Registrar of the Division of General Studies of St. Joseph's College. When a decision has been reached, the student will receive written confirmation of the credit or placement granted. For information on other proficiency examinations, consult an advisor or the Prior Experiential Coordinator.

### ***Non-Collegiate Sponsored Instruction***

The decision to accept credit toward the baccalaureate degree for work completed in settings other than approved collegiate institutions is done on an individual basis.

1. The Division provides for the transfer of credits for individuals who have completed New York State recognized professional training programs, where such programs are at the collegiate level.
2. The Division provides for the awarding of college credit as per the Guide to the Evaluation of Educational Experience in the Armed Service, the Directory of the National Program on Non-Collegiate Sponsored Instruction, and the National Guide to Educational Credit for Training Programs.
3. Awarding of credit for non-collegiate sponsored instruction does not extend to the Bachelor of Science with a major in Nursing.

### ***General Limitations on Prior Learning Credit***

1. The Division does not accept prior learning credit earned from duplicative coursework or proficiencies.
2. Credit earned in remedial coursework or at a pre-collegiate level is not accepted for prior learning credit.
3. Prior learning credit is accepted but not computed in the grade-point average.
4. Inactive students who have not had a prior learning transfer evaluation will be subject to the policies in force at the time of their readmission.
5. St. Joseph's College reserves the right to accept credit, including credit earned at the College by non-matriculated students, in a way best calculated to preserve the integrity of its own degree.

### ***Procedure for Requesting Prior Learning Credit***

Students wishing to receive credit for prior learning should contact an advisor to find out which prior learning documentation is necessary; e.g., official transcripts, college proficiency test results, copies of military training records (DD form 214 and in-service training records), copies of professional certificates, etc. Official copies of the relevant documents must be sent directly from the institutions/agencies to the St. Joseph's College campus where students made initial application.

Prior Learning/Transfer credit evaluations are typically not made until after students submit an application and are admitted at least provisionally.

See page 56 for the transfer credit request procedure for the Bachelor of Science with a major in Nursing.

## ***Prior Experiential Learning Assessment***

General Studies students, except for Nursing majors, with extensive and varied experiential learning may participate in the Prior Experiential Learning Assessment (P.E.L.A.) Program, which gives students the opportunity to apply for credit for their prior experiential learning. Validated learning, not the experience alone, is the basis for awarding credit. It should be noted that the Division of General Studies does not award credit for "having lived," but rather for having mastered - through professional, creative, volunteer, or other experience - knowledge and skills that are deemed to be at the college level and are applicable in the context of the student's degree program.

Prior to participating in the P.E.L.A. Program, students must be fully matriculated, have satisfactorily completed ENG 103 Writing for Effective Communication, have earned 36 credits toward their program at St. Joseph's or elsewhere, and have attained a 2.0 index. Students must take GS 110 Portfolio and Career Development Seminar before their last semester.

To register for this Pass/No Credit Seminar, students must meet with a P.E.L.A. advisor and obtain written approval. (The P.E.L.A. Coordinator reserves the right to limit students' programs during the semester in which the students are enrolled in the Seminar.) The Seminar is a mentored course designed to facilitate the assessment of prior experiential learning for the purpose of developing an experiential learning portfolio. In part, the Seminar consists of individualized exercises designed to identify acquired skills and knowledge, and culminates in presenting these as college-credit worthy, relating these to the student's degree program and career goals.

Credit earned through the P.E.L.A. Program is applicable to the major (as explained below), liberal arts, and elective portion of the curriculum. With regard to the Bachelor of Science degrees in Community Health and Human Services and in Health Administration, P.E.L.A. credit can be used to satisfy the "9 additional credits" section of Major Electives; for the Bachelor of Science in Management of Human Resources, P.E.L.A. credit can be applied to the "Elective Business Courses" section. Credits awarded through the P.E.L.A. Program are not applicable to the prescribed minimum of 21 credits of coursework toward the major that must be taken at St. Joseph's College. The maximum P.E.L.A. credit award is 27 credit hours.

An integral part of the Seminar is the validation process, which consists of assembling all relevant documents into a prior experiential learning portfolio under the supervision of a qualified mentor. Portfolios are evaluated by faculty members, and a credit award is made by the P.E.L.A. Evaluation Committee taking into consideration content, competence level, college-credit appropriateness, and applicability to the student's degree program. Notification of the credit award is sent to the students by the Registrar prior to the conclusion of the next regular semester. At the time credit awards are made, students' records will be updated to reflect the addition of credits.

Since students applying for P.E.L.A. credit work closely under the tutelage of a mentor well versed in prior experiential learning assessment, the likelihood of an appeal for reconsideration of the credit award is greatly reduced. In the event, however, that such a request is made, the P.E.L.A. Coordinator will review the portfolio in consultation with the appropriate department representative.

Students seeking P.E.L.A. credit are required to take the Portfolio and Career Development Seminar at the prevailing per credit charge. In addition, students are required to cover the cost associated with the evaluation of their portfolios; students will be billed the P.E.L.A. Evaluation fee at the time the award is made. (See Statement of Costs.) Since the P.E.L.A. Program is distinct from the Proficiency Examination option of Prior Learning Assessment, students are obligated to pay all expenses related to proficiency examinations, independent of the P.E.L.A. Evaluation fee.

St. Joseph's College  
Division of General Studies  
Brooklyn Campus and Brooklyn Campus Extension Sites

STATEMENT OF COSTS FOR ACADEMIC YEAR 1995-96

A remittance of \$25 is payable when the application for admission is filed.  
The application fee is a service fee and is in no case returnable.

***Tuition and Fees***

**PART-TIME STUDENTS (11 credits or fewer)**

Tuition	\$240 per credit
College fee	
1 to 7 credits	\$11 per credit
8 to 11 credits	\$82 per semester
12 to 18 credits	\$110 per semester
Mandated accident insurance	\$5 per semester

**FULL-TIME STUDENTS (12 credits or more-see flat-rate for restrictions)**

Tuition (Sept. to June)	\$7495 per year
College fee	\$110 per semester
Mandated accident insurance	\$5 per semester

**NON-MATRICULATED STUDENTS**

Total tuition charges and fees must be paid at registration.

Tuition	\$240 per credit
College fee	
1 to 7 credits	\$11 per credit
8 to 11 credits	\$82 per semester
12 to 18 credits	\$110 per semester
Mandated accident insurance	\$5 per semester

***Special Fees***

Laboratory fee (Bio., Chem., Nursing: consult office for specific fee)	\$20-75 per course
Graduation fee	\$110 + cap/gown fee
Certificate fee (per certificate at completion)	\$10
Late registration fee	\$25
Make-up examination fee	\$25
Make-up examination late fee	\$10
Change of program fee (each form)	\$20
Transcript fee	\$3
Identification card fee	\$5
Fee for checks returned by bank	\$25
Prior Experiential Learning Assessment evaluation fee	\$250
Materials fee (GS 400)	\$30

Note: In addition to the \$25.00 non-refundable application fee, students must make a non-refundable tuition deposit at the time of registration. For full-time students a fee of \$205 is due, and for part-time students a fee of \$80 is due. (These amounts include a \$5.00 I.D. card fee.)

## TUITION POLICY

Students accepted for admission must make a tuition deposit at the time of registration. For Academic Year 1995-96, full time students (12 or more credits semester, 9 or more credits trimester) pay \$205; part-time students pay \$80. (These amounts include a \$5.00 I.D. Card Fee.) The deposit is not refundable, but it will be credited toward the first term's tuition. In certain instances, the non-refundable tuition deposit paid by a first semester student may be applied to the next semester.

A student's bill for tuition and fees is based on the number of credits for which a student intends to register, less applicable Financial Aid, Grants, or Scholarships for that semester. Scholarships or Student Aid may only be subtracted if all related applications and other information have been submitted on a timely basis. Payment of the remaining balance constitutes "Clearance."

Bills for the semester must be cleared by the Business Office before students may attend class. Students who do not receive financial clearance from the Business Office will not be officially registered at the College for that semester. Students may not enroll for a successive semester until their accounts have been completely satisfied.

St. Joseph's College makes available several tuition financing options through tuition deferment programs. The two monthly budgeting programs the College offers are The Tuition Plan, Inc. and Academic Management Services. Basically, these programs are designed to afford students the opportunity to pay their educational expenses in monthly installments. Students may elect to contract with either of these services for a nominal initial participation fee prior to or at the beginning of each new academic year. Students interested in either of the two plans may obtain brochures and applications in the Business Office. Additional information may be received by calling AMS at 1(800) 556-6684 and The Tuition Plan at 1(800) 343-0911.

Students who are unable to pay what is owed by the first day of class (other than those who are enrolled with either the Tuition Plan or Academic Management Services) will have their account automatically default to St. Joseph's College Tuition Extension Agreement. Unlike the other two deferment programs, under the St. Joseph's College Tuition Extension Agreement, a finance charge will be assessed.

Questions regarding the College's tuition policy should be addressed to the Bursar (Brooklyn Campus at (718) 636-6881 or Suffolk Campus at (516) 447-3200 Ext. 3269.)

**Students who fail to comply with these regulations will be subject to suspension until the requirements are met.**

**SEMESTER FLAT-RATE:** The flat-rate for tuition covers 32 credits per year (an average of 16 per term) for a total 128 credits in eight terms. Full-time students (those taking at least 12 credits) are charged the flat-rate.

Full-time students who take more than 32 credits per year or 18 credits per semester will be charged for each additional credit at the per credit rate. (See Tuition and Fees.) *Interession and Summer Session courses are not included within the flat-rate tuition.*

**TRIMESTER FLAT-RATE:** The flat-rate tuition will be charged to trimester students taking 12 to 15 credits per trimester. Those trimester students who take more than 15 credits per trimester will be charged for each additional credit at the per credit rate. *Intersession courses are not included within the flat-rate tuition and must be paid for per credit.*

**PER CREDIT:** Students taking fewer than 12 credits per semester/trimester are charged the per credit rate.

Neither a transcript nor a diploma will be issued until all financial obligations have been settled. The College reserves the right to alter tuition charges and fees when such changes become necessary.

#### WITHDRAWAL FROM A COURSE OR FROM THE COLLEGE: TUITION REFUNDS

Full-time students who receive permission to withdraw from a single course are not entitled to a refund, unless the withdrawal involves extra credits, paid for by the point. In such cases, the student may ask for a refund of the extra tuition within the first four weeks of the term. Part-time students who withdraw from a course may also apply for a refund.

Withdrawal from the College may entitle a student to a refund of tuition, but not of fees.

The percentage of refund will be determined according to the following schedule:

##### Weekday and Twelve-week Classes

<b><i>Withdrawal Effective</i></b>	<b><i>% of Refund</i></b>
Prior to First Class Meeting	100%
After First and After Second Class Meeting	80%
After Third Class Meeting	60%
After Fourth Class Meeting	40%
After Fifth Class Meeting	20%
After Sixth Class Meeting	0%

##### Six-Week Sessions

Prior to First Class Meeting	100%
After First Class Meeting	80%
After Second Class Meeting	40%
After Third Class Meeting	0%

##### Weekend College Trimester Classes

Prior to First Class Meeting	100%
Before Second Weekend	80%
Before Third Weekend	40%
After Third Weekend	0%

The rate of refund for any unique class scheduling configuration is pro-rated according to the above refund schedule.

This schedule does not apply to the tuition deposit required of first time students. This deposit is not refundable. In the absence of written notification, the date of withdrawal is determined by the Dean.

Refunds of financial aid awards, student loans, etc., are not refundable until the actual funds have been received by the College and the student's eligibility for the funds has been determined.

After Federal Title IV recipients who are attending the College for the first time should see the Federal Pro-Rata Refund Policy in the Financial Aid Section of this catalogue.

A refund will not be granted to a student who is dismissed or who withdraws while under disciplinary action.

A student who feels that his/her individual circumstances warrant an exception to the College's refund policy may submit a written appeal for special consideration to the Controller, Ms. Georgeann Kelly. The Controller's decision is subject to appeal to the Chief Business Officer, Mr. John C. Roth.

In order to initiate a request for a refund, a student must complete a Refund Application Form at the Business Office, or apply by mailing a written request bearing the student's signature to the Business Office after the fifth (5) calendar week into the semester.

It is necessary to allow for a minimum of 10 business days for processing the refund application and for preparing the refund check which may be picked up at the Business Office or, upon request, may be mailed to the student.

## AWARDING OF DEGREES AND GRADUATION

Graduation exercises are held annually in June. *Although degrees are granted three times a year (August, January, June), diplomas are distributed only once a year at the June commencement.* Students who expect to satisfy the requirements for the B.S. degree by the June commencement date must file an application for graduation by the previous October 15th. Students who require proof of graduation prior to commencement may request a letter of completion and/or transcript from the Registrar.

All students filing for graduation must have a total of 128 credits, at least 60 of which must be in the liberal arts.

Students who miss the deadline for graduation application will not receive diplomas until two months after the date of graduation. No diplomas will be mailed.

Where it appears that a student who is applying for graduation is requesting a change of major in order to graduate at an earlier date and where it appears that the student intends to complete another major at St. Joseph's College, the Dean - in consultation with the appropriate department chairpersons - reserves the right to deny the request.

Graduates who are taking the sixth session (VI) of the six week courses cannot be recognized for honors at commencement, but will receive honors after their last grades are submitted.

Any change in program stated on the graduation application must be brought to the attention of the Registrar.

Students will be required to pay for all coursework required for graduation, even if this should exceed 128 credits. In those instances where this credit in excess of 128 would result in a student's being required to pay flat rate tuition, the Registrar may offer the student the option of doing a 1 or 2 credit independent study, thereby keeping the credit load under 12 and the tuition rate at the per credit basis. This applies only to the unrestricted elective portion of the program, not to any coursework required for the degree or certificate.

## FINANCIAL AID

### ***Application Instructions***

Matriculating students (B.S. Degree; Certificate in Management; Certificate in Alcoholism and Addictions Counseling; Certificate in Criminology/Criminal Justice) may apply for financial aid. Consideration for financial aid from St. Joseph's College is dependent upon making application and receiving official notification of acceptance into the College.

To be considered for financial aid from government or College sources the student should follow these procedures ***each year***:

1. Complete the U.S. Department of Education Application for Federal Aid (FAFSA) designating St. Joseph's College, Brooklyn, NY or Patchogue, NY as recipient.
2. Complete New York State Tuition Assistance Program TAP Application for full-time students. Part-time students should complete the NYS Aid for Part-time Study (APTS) Application.
3. Complete the SJC Financial Aid Application.
4. Verify parent/student/spouse incomes by providing signed copies of federal/state tax returns to the Financial Aid Office. Complete any other verification requirements as requested.
5. Priority for certain financial aid program will be given to students who adhere to recommended filing dates:

Fall entering new students	February 25
Fall entering transfer students	March 15
Continuing students	April 30
Spring entering students (new and transfers)	November 15

### ***Student Aid Recipients: Rights and Responsibilities***

Transfer students must also have a Financial Aid Transcript sent to St. Joseph's from each previous college attended. This is a federal government requirement even if the student did not receive aid from the prior school(s). A student who transfers from one college to another should check with the Financial Aid Office at the new college as financial aid is not automatically transferred.

Students who receive financial aid are responsible for finding out the number of credits they must carry/complete each term and the academic standards they must meet and maintain to be eligible for these programs. Students are expected to maintain satisfactory academic progress and be making normal progress toward the completion of degree requirements. Federal financial aid recipients and College financial aid recipients should consult the Academic Standing section of the St. Joseph's College catalogue. New York State financial aid recipients should consult the NYS financial assistance section of the St. Joseph's College catalogue.

Students who receive any federal or state educational funds must attest that the use of these funds will be for education and educationally-related expenses. It is the student's responsibility to notify the Financial Aid Office, in writing, of the amounts and sources of any outside aid the student might

receive (i.e., tuition reimbursement, private scholarship, etc.). Eligibility for various programs may be affected by a student's previous loan default and/or repayment owed to Pell Grant, SEOG, etc. Federal and/or state tax forms must be presented for verification purposes.

Any student may request and receive an explanation of how his/her financial aid or refusal of it was determined. Most financial aid awards are based upon financial need as determined by need analysis methodology (Federal Methodology). There is, however, a distinction between eligibility for financial aid and availability of funds. Federal regulations mandate that the neediest students have priority for Federal financial aid.

### ***Federal Refund and Repayment Information (Title IV Recipients)***

Students who withdraw from the college may have to refund a portion of their financial aid. This includes students who receive financial aid for personal expenses and who withdraw during the semester.

Refunds and repayments will be distributed back to the Title IV programs in the following order up to the full amount received from each program for the term: Federal Family Education Loans, Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), any other Title IV student assistance programs, any other federal sources of aid, any other state, private or institutional aid, and, finally, to the student.

In the event the student has a Federal Family Education Loan, the lending institution/guarantee agency will be notified of the date of withdrawal. In the event the student has New York State aid (i.e. TAP), NYS will be notified of any tuition adjustment.

***Federal Pro-Rata Refund Policy*** under the 1992 Reauthorization applies to Title IV recipients who are attending the institution for the first time and whose date of withdrawal is through the 60 percent point in the period of enrollment for which the student is charged.

***Federal Refund Policy*** under the 1992 Reauthorization of the higher education amendments applies to Title IV recipients who are not attending the institution for the first time and whose date of withdrawal is through the 50 percent point in the period of enrollment for which the student is charged.

### ***Student Expenses***

In order to aid in financial planning, the Financial Aid Office has provided the following table of estimated costs at St. Joseph's College. All costs subject to change.

St. Joseph's College  
Division of General Studies  
Brooklyn Campus and Brooklyn Campus Extension Sites  
1995-96

Annual Student Budget  
Tuition and Fees

**Semester Students**

**FULL-TIME STUDENTS (12 credits or more-see *flat-rate*)**

Tuition	\$3857.50	per semester
College Fee	110	per semester
Mandated Accident Insurance	5	per semester

**PART-TIME STUDENTS**

Tuition	\$240	per credit
College Fee		
1 to 7 credits	11	per credit
8 to 11 credit	82	per semester
12 to 18 credit	110	per semester
Mandated Accident Insurance	5	per semester

*Typical Commuter Dependent Student Budget*

"Living at Home"	\$1600
Books and Supplies	\$600
Personal Expenses	\$600
Transportation	\$1000

*Typical Commuter Independent Student Budget*

"Living at Home"	\$4410
Books and Supplies	\$600
Personal Expenses	\$800
Transportation	\$1000

## ***St. Joseph's College Financial Aid Programs***

### ***Division of General Studies Grants***

St. Joseph's College offers a limited number of partial-tuition grants to full-time, matriculated, Division of General Studies students. Grant amounts vary according to financial need and available funds. Award determination is made by the Financial Aid Office. Priority will be given to students who adhere to filing dates.

Division of General Studies Grants will be offered for regular Fall and Spring semesters only. Yearly application is required. Financial aid applications are available in the Financial Aid Office.

### ***Division of General Studies Transfer Scholarships***

St. Joseph's College offers a limited number of partial-tuition transfer scholarships to entering full-time, matriculated, Division of General Studies students. Entering transfer students with a completed Associate's degree from selected programs within certain community colleges and with a 3.3 cum or better (4 pt. scale) will be considered. Certain conditions apply. Consult a General Studies Admissions Counselor.

The College requires that all forms (admissions applications, official transcripts, etc.) be received on or before August 1 for Fall entering students and January 1 for Spring entering students.

In order to receive tuition credit, scholarship recipients are required to file for financial aid each year as soon as appropriate forms are available.

### ***Law Enforcement Personnel Grants***

St. Joseph's College will award grants to law enforcement personnel and civilian office staff of the New York City Police Department. Consult an Admissions Counselor for description and procedures. (Brooklyn Campus only.)

### ***St. Joseph's College Alumni Scholarships***

St. Joseph's College Alumni Association offers scholarships to sons and daughters of alumni. If funding permits, other relatives of alumni are considered. Awards are based on achievement and/or financial need. Students wishing to apply must file an Application for Alumni Scholarship before March 1. Contact the Director of Alumni Relations, St. Joseph's College, 245 Clinton Avenue, Brooklyn, New York 11205 for an application.

## ***New York State Financial Assistance***

### ***Tuition Assistance Program (TAP)***

Full-time matriculated students who have been residents of New York State for a year may be eligible to receive tuition assistance of up to \$4,050 per year (currently) depending upon the family's net taxable income, the number of full-time college students in the family, eligibility for varying schedules, and New York State funding.

### ***Aid for Part-Time Study (APTS)***

Part-time matriculated students who have been residents of New York State for a year may apply for this grant program. APTS applications are available in the Financial Aid Office.

### ***Child of Veteran Award***

Applications may be obtained from high school guidance counselors or by writing to the NYS Higher Education Services Corporation. The award is \$450 per year.

### ***Child of Deceased Police Officers or Firefighters Award***

Applications may be requested from the NYS Higher Education Services Corporation. The award is \$450 per year.

***Information on all the above may be obtained by writing to the New York State Higher Education Services Corporation, Albany, New York 12255***

### ***Satisfactory Progress Requirements for New York State Aid Recipients***

St. Joseph's College must comply with regulations issued by the NYS Commissioner of Education concerning a student's academic standing and receipt of NYS aid.

Good academic standing for NYS aid consists of two elements:

- (1) Pursuit of program - a requirement that a student complete 50% of a full-time program each term in his/her first year of NYS aid; 75% of a full-time program each term in the second year of NYS aid; and 100% of a full-time program each term in the third and fourth years of NYS aid. The same percentages apply to students receiving Aid-for-Part-Time-Study (APTS).
- (2) Satisfactory academic progress - a requirement that a student accumulate a specified number of credits and achieve a specified cumulative grade point average each term. The chart that follows is for full-time students. Requirements for part-time students are pro-rated.

#### ***Semester Students***

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th**	10th**
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.00	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90

**\*\*NOTE:** Only students in five-year programs, approved pursuant to Section 145-2.7 of the Regulations, are eligible for more than eight semesters of undergraduate awards.

#### ***Weekend College Trimester Students***

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th
A student must have accrued at least this many credits	0	3	6	12	18	24	33	42
With at least this grade point average	0	.5	1.0	1.2	1.3	1.3	1.4	1.5

Cont..

Before being certified for this payment	9th	10th	11th	12th	13th**	14th**	15th**
A student must have accrued at least this many credits	51	60	70	80	90	100	110
With at least this grade point average	1.5	1.6	1.7	1.8	1.9	2.0	2.0

**\*\*NOTE:** Only students in five-year programs, approved pursuant to Section 145-2.7 of the Regulations, are eligible for more than four years of undergraduate awards.

Students must meet both (1) the program pursuit requirements and (2) the satisfactory academic progress requirements in each term of payment in order to continue NYS aid eligibility. Students not complying with the above standards will have their eligibility re-established only after evidencing ability to complete successfully an approved program.

In extraordinary circumstances, a student may be granted a waiver of program pursuit and/or satisfactory progress requirements. This is available only once during a student's entire undergraduate career. For information about the process of filing for a waiver, please contact the Registrar. The Academic Dean reserves the right to grant or withhold the waiver.

Students should note that these Satisfactory Progress Requirements are for the purpose of New York State Financial aid eligibility only.

### *Individuals with Disabilities*

Students who suffer from a chronic illness, emotional problem, or who are physically disabled may be eligible for a grant which would help cover tuition and book fees. Contact the Office of Vocational and Educational Services for Individuals with Disabilities, New York State Education Department, Albany, New York 12230.

### *New York State Post Secondary Education Fund for Native American Students*

Further information is available from Native American Education Unit, New York State Education Department, Albany, New York 12230.

### *Federal Programs*

#### *Federal Pell Grants*

Pell Grants are awards to help undergraduates pay for their education after high school. Eligibility is determined by a standard formula, revised and approved every year by Congress, to evaluate the information reported when applying for a Pell Grant. The maximum award for 1995-96 academic year is \$2,340.

## *Federal Family Education Loan Program Stafford Loans*

A Stafford Loan is a low-interest loan (variable interest rate) made to students by a lender such as a bank to help a student pay for education after high school. Stafford Loan annual limits are \$2,625 for first-year students, \$3,500 for second year students, and \$5,500 per year for undergraduates who have completed two years.

Applicants must complete the FAFSA and a Federal Stafford Loan Application for Federal Stafford Loans, whether subsidized or unsubsidized. Based on the student's financial need and the amount he/she wants to borrow, it is possible for a student to receive a Federal Stafford Loan that is totally subsidized, partially subsidized, or totally unsubsidized.

Additional unsubsidized Federal Stafford Loan funds are also currently available for independent students up to a maximum annual loan of \$4,000 for first and second-year students and \$5,000 for third and fourth-year students.

## *Federal Parent Loans for Undergraduate Students (PLUS)*

Parents of full-time and half-time undergraduate students may borrow up to the full cost of education less other financial aid. PLUS loans do not qualify for interest subsidy. PLUS loans have a variable interest rate.

Federal Stafford Loan and PLUS applications are available from a bank or from NYSHESC, 99 Washington Avenue, Albany, NY 12255.

## *Federal Supplemental Educational Opportunity Grants (SEOG)*

A Supplemental Educational Opportunity Grant (SEOG) is an award to help undergraduates pay for their education after high school. It does not have to be paid back. Grants range up to \$4,000 depending on a student's financial need, availability of SEOG funds, and the amount of other aid a student is receiving.

## *Federal College Work-Study Program (CWSP)*

The College Work Study Program (CWSP) provides part-time employment funds for college students who need financial aid to help meet college expenses. A student's CWSP award depends on financial need, availability of CWSP funds, and the amount of other aid a student is receiving. Students are paid by the hour.

## *Federal Perkins Loan Program*

A Perkins Loan is a low-interest (5%) loan to help students pay for education after high school. Perkins Loan amounts depend on student financial need, availability of Perkins Loan funds, and the amount of other aid a student is receiving. Maximum Perkins Loan is \$3,000 per year as an undergraduate. Presently repayment of principal and 5% interest starts 9 months after leaving school. Students may possibly qualify for postponement or cancellation benefits.

### *Supplemental Security Income (S.S.I.)*

S.S.I. may be available for students who themselves are disabled. Further information is available from students' local Social Security Office.

### *Federal Scholarship for American Indians*

Further information is available from the United States Department of Interior, Bureau of Indian Affairs, New York Liaison Office, Federal Building, Room 523, 100 South Clinton Street, Syracuse, N.Y. 13260.

### *Other Federal Student Financial Aid Programs*

A large number of special-purpose federal programs exists. The most authoritative reference for additional information is: Catalog of Federal Domestic Assistance, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

### ***Veterans Information***

#### *Veterans and Children of Deceased Veterans*

St. Joseph's College is fully approved by the New York State Education Department as well as other agencies for college-level education programs for veterans under federal and state laws. Veterans and children of veterans who qualify and who wish to pursue a course of study must present a certificate for Education and Training.

Information concerning these programs may be obtained by contacting the Veterans Administration Office, 252 Seventh Avenue, New York, N.Y. 10001.

*Because this is a two-year catalogue, some information may be out-of-date. Prospective students who have questions should call the Division of General Studies at 399-0068.*

# ACADEMIC LIFE

## DEGREE PROGRAMS

St. Joseph's College offers the following degree programs, which are registered with the New York State Education Department.

### ***Division of General Studies***

The College provides the following opportunities for adults with diversified professional and personal experiences to pursue college degree programs. These programs are administered by the Division of General Studies.

**BACHELOR OF SCIENCE** in Community Health and Human Services and also in Health Administration. Students applying for the B.S. in Community Health and Human Services or the B.S. in Health Administration must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE** in Nursing. Accredited by National League for Nursing, the program is designed specifically for registered nurses. The curriculum consists of 128 credits which includes low-division course requirements and upper-division courses. At least 60 credits must be in the liberal arts.

**BACHELOR OF SCIENCE in Management of Human Resources.** Students applying for the B.S. must satisfy the requirements of the major and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE in General Studies.** This program provides an opportunity for students with non-traditional academic backgrounds as well as those who have an Associate degree to pursue a flexible course of study. Of the 128 credits required for the degree, at least 60 must be in the liberal arts.

Personalized advisement is the key to this approach. With the assistance and guidance of a trained advisor, students design a program around their strengths, experiences, and aspirations, drawing from the various courses of the College.

For all degrees, a cumulative index of 2.0 is required, as well as an index of 2.0 in the major.

### ***College of Arts and Sciences***

**BACHELOR OF ARTS in Biology, Chemistry, Child Study, English, French, History, Human Relations, Mathematics, Psychology, Social Science, Spanish, and Speech.** Students applying for the B.A. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 90 of which must be in the liberal arts. Those who wish to teach on the elementary or secondary level will also follow the programs approved for teacher certification.

**BACHELOR OF SCIENCE in Biology, Chemistry, and Mathematics.** Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. Those who wish to teach on the elementary or secondary level will also follow the programs approved for teacher certification.

**BACHELOR OF SCIENCE in Business Administration.** Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE in Business Administration with a major in Accounting.** This program prepares for the C.P.A. exams. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE in Recreation.** Students applying for the B.S. in Recreation must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. At present, this program is offered only at the Suffolk Campus.

For details concerning these programs, which are open to all qualified students, consult the catalogues for the College of Arts and Sciences, Brooklyn or Suffolk.

## CERTIFICATE PROGRAMS

St. Joseph's College offers the following certificate programs, which are registered with New York State Education Department: Management (27 credits), Leadership and Supervision (12 credits), Human Resources (15 credits), Data and Information Processing (12 credits), Gerontology (12 credits), Counseling (12 credits), Health Instruction (12 credits), Training and Staff Development (12 credits), Home Care Administration (18 credits), Alcoholism and Addictions Counseling (24 credits), Criminology/Criminal Justice (24 credits), Health Care Management (15 credits), and Hospice (15 credits).

For all certificates, a cumulative index of 2.0 is required.

## WEEKEND COLLEGE TRIMESTER PROGRAM

Offered through the Division of General Studies on the Suffolk Campus, accelerated Weekend College is intended for mature individuals with career and family responsibilities who wish to obtain a bachelor's degree or certificate but find it difficult to attend day or evening classes.

With classes offered approximately every third weekend in the trimester format, the accelerated Weekend College aims to provide adult students with an opportunity for personal and career development. Student achievement is fostered in an environment that encourages self-directed learning supported by a structure of relationships and on-going advisement. This new option promotes a balance between a traditional classroom experience, rich in interactive learning techniques, with an Independent Learning Component, adapted to the goals of each student. These Independent Learning Components insure that the accelerated courses are equivalent to traditional courses, yet tailored to the individual needs of the adult learner.

Applicants wishing to pursue a degree or certificate program in the accelerated Weekend College must satisfy the admission requirements for the degree or certificate program, as well as possess the maturity and background to undertake this challenging academic format. Students may supplement their trimester credit with credit by examination, prior experiential learning assessment credit, video course credit, or by enrolling in additional evening courses. The following programs are offered: B.S. degrees in Health Administration and Management of Human Resources as well as Certificates in Health Care Management, Management, Human Resources, Leadership and Supervision, Data and Information Processing, and Home Care Administration.

## ACADEMIC ADVISEMENT

An integral part of providing a quality educational experience to adults is an academic advisement system that can be responsive to their individual needs. Toward that end the Division requires that all students meet with an advisor to plan an academic program. Prior to this meeting, students receive a counseling worksheet that will guide them and their advisors in the preparation of their programs. Students should retain this worksheet and bring it to subsequent advisement meetings. It is recommended that students consult with an advisor once a semester.

**COURSELOAD.** Full-time students may carry sixteen credits per term. Students beyond freshman year may take up to eighteen credits with the approval of an advisor. For more than six courses or eighteen credits in one semester, the permission of the Dean is required. (See Tuition Policy.)

Students taking the Portfolio and Career Development Seminar may have their courseload restricted. (See Prior Experiential Learning Assessment.)

**PASS/NO CREDIT OPTION.** To encourage exploration and experimentation in curricular areas, the faculty has provided that juniors and seniors may take one course per semester or during intersession or summer session on an index-free basis (i.e., the grade is not computed in the index). Students may not take more than a total of four courses Pass/No Credit.

Courses required either by the core curriculum or by the student's major department or area of concentration may not be elected on this basis. Students may have the first three weeks of the term in which to indicate that they wish to take this option (or in the case of a Summer Session or Intersession Course, before the fourth class). No changes, either to Pass/No Credit or back to letter grade, may be made after that time. Grades assigned are P or NC (Pass or No Credit).

Students should be cautioned that taking courses on a Pass/No Credit basis may make them ineligible for honors. (See Honors.)

**REPEATED COURSES.** A student who receives an unsatisfactory grade in a course specifically required for the degree, for the major, or for a certificate program may request departmental approval to repeat the course. Although the grade of F is the only one for which credit is not given, departments may require a grade of C or better for satisfactory completion of certain departmental requirements. In such cases, the Chairperson may permit the student to repeat a course in order to demonstrate mastery of the subject. Both the original grade and the repeated grade will appear on the transcript. Credit will be given only once for the course, and only the most recent grade will be calculated in the index.

**AUDITING COURSES.** Matriculated students may audit courses with the consent of the instructor and the permission of the Dean. Non-matriculated students pay the regular tuition for this privilege. No credit is given for audited courses, and no records are kept.

## ACADEMIC POLICIES

### ***Attendance***

Students are expected to attend regularly and punctually all classes in which they are registered. Because active participation is considered vital to the educational process, class work constitutes 60-75% of the final grade in the course. Students who must be absent for an extended period of time are urged, therefore, to contact the individual instructor or the academic advisor concerning classwork, assignments, and announced quizzes.

At the same time, the faculty recognizes that on occasion students cannot be present. Because faculty members have confidence in the maturity of the student body and recognize the personal growth which comes through responsible freedom, the faculty has vested all members of the student body with personal responsibility for their attendance.

The faculty wish to emphasize, however, that students are equally responsible with them for creating a climate of inquiry and sharing. True education results only from active involvement in the learning process.

Students will not be permitted to register for a class after the second class session. (For a six-week or trimester course, students will not be permitted to register after the first class session.) Students may not register for nor enter writing courses after the first class session without the authorization of the Writing Coordinator.

If students have registered in advance but have missed the first two class sessions (*or* have missed the first class session of a six-week or trimester course), they will be encouraged to withdraw from the class. The reason for this is the compressed nature of the General Studies scheduling configuration and the difficulty encountered by students attempting to make up missed work.

Students should understand that if they insist on staying in the class under these circumstances, they accept the responsibility of their decision. They should also understand that it will be difficult for them to make up the missed work, that the instructor is under no obligation to help them make up the missed material, and that their final grades may be affected both from the standpoint of material missed and class participation opportunities forfeited.

### ***Change of Major***

Students who wish to change their majors must submit this intent in writing to the Registrar. These requests are reviewed by the Department Chairperson or advisor. Students must then meet with an advisor to plan a new program. Change of major should be effected before the period of programming for the following term.

Where it appears that a student's request to change majors is being initiated in order to graduate at an earlier date and where it appears that the student intends to complete another major at St. Joseph's College, the Dean - in consultation with the appropriate department chairpersons - reserves the right to deny the request.

### ***Change of Program***

A fee of \$20 is charged for each change of program form. If a course is cancelled, the students affected will be notified; there is no fee for this change of program.

### ***Late Registration***

A fee of \$25 is charged for late registration. Students are not permitted to register for a course in a fourteen-week session after the second class meeting (i.e., after two meetings of three hours each), nor to register for a six-week session after the first class session (i.e., after one session of seven and one-half hours).

### ***Withdrawing from Courses***

Students who wish to withdraw from a course should obtain the official form from the Registrar and follow the procedure outlined. Ordinarily, withdrawal may take place up to the midpoint of the term or session; thereafter, it may take place only for a most unusual reason and with the approval of the Dean. A fee of \$20 for each form is charged.

Students who do not withdraw officially from a course continue on the class register and must satisfy the requirements of the course.

Full-time students who receive permission to withdraw from a single course are not entitled to a refund unless the withdrawal involves extra credits or unless the student drops to part-time status. The time of the withdrawal is considered when calculating refunds. Tuition liability is based on the date the change of program form is received by the Registrar.

### ***Courses to be Taken at St. Joseph's College***

Students are required to take a minimum of 32 credit hours of coursework with St. Joseph's College, 9 of which must be completed either at the Brooklyn or Suffolk Campuses. The following courses will not be offered at the extension sites: ENG 103 Writing for Effective Communication; CHS 403 Community Health/Human Services and the Liberal Arts; GS/HA 404 Administration and the Liberal Arts; BUS 471 Research Seminar in Management of Human Resources; CHS 490 Research Seminar in Community Health and Human Services; HA 490 Research Seminar in Health Administration. The College reserves the right to restrict other course offerings to the Main or Branch Campuses.

### ***Courses at Other Colleges***

Students who have reason to take courses for credit at other colleges should file the appropriate form in the Registrar's office. The decision to allow students to take such courses is made by the Dean in consultation with the Department Chairperson or advisor. The College reserves the right to refuse permission or to limit the number of such courses. Upper level students may not take courses at junior or community colleges.

When the courses have been completed, students are responsible for having an official transcript sent to the Registrar. Although the grades are not entered on the transcript nor included in the cumulative index, no credit will be allowed for a course with a grade below C-. (For Transfer Student Policy, see ***Admissions and Finances***.)

## Academic Standing

St. Joseph's College accepts for matriculation only those students whom the College believes capable of completing the requirements for the degree. Since students may experience difficulty at some point, however, they should consult, early enough in the term for practical assistance, the class instructor and/or the Chairperson of the Department, the Director of Counseling, their Academic Advisors, or any other faculty members. Students are advised to investigate the implications of academic standing on their eligibility for financial aid.

*Satisfactory Progress* is ordinarily represented by an index of 2.0. Students with indexes below 2 are evaluated by the Academic Development Committee. Basing their judgment upon the students' tested potential, previous academic background, and calculated estimation of improvement, the Committee may permit students to continue in the College in good standing, under the guidance of academic advisors, for a stated time, thus giving them a chance to succeed. However, this does not automatically mean that such a student is eligible for financial aid. Such students should consult the Financial Aid section of this catalogue, the Registrar, and the Director of Financial Aid to determine their continued eligibility for financial aid.

### Semester Students

Full-time students are expected to complete their BA/BS degree within eleven (11) semesters at the minimum progress level outlined below:

At the end of this semester	1	2	3	4	5	6	7	8	9	10	11
Full-time students must have successfully completed at least this # of credits	8	20	32	44	56	68	80	92	104	116	128

Part-time students (those enrolled for less than 12 credits per semester) must complete their BA/BS degree within twenty-two (22) semesters at the minimum level outlined below:

At the end of this semester	1	2	3	4	5	6	7	8	9	10	11
Part-time students must have successfully completed at least this # of credits	4	8	14	20	26	32	38	44	50	56	62

Cont.											
At the end of this semester	12	13	14	15	16	17	18	19	20	21	22
Part-time students must have successfully completed at least this # of credits	68	74	80	86	92	98	104	110	116	122	128

### Weekend College Trimester Students

Full-time students are expected to complete their BS degree within seventeen (17) terms at the minimum progress level outlined below:

At the end of this term	1	2	3	4	5	6	7	8	9
Full-time students must have successfully completed at least this # of credits	4	8	16	24	32	40	48	56	64
Cont.									
At the end of this term	10	11	12	13	14	15	16	17	
Full-time students must have successfully completed at least this # of credits	72	80	88	96	104	112	120	128	

Part-time students (those enrolled for fewer than 8 credits per term) must complete their BS degree within thirty four (34) terms at the minimum level outlined below:

At the end of this term	1	2	3	4	5	6	7	8	9	10	11	
Part-time students must have successfully completed at least this # of credits	2	4	6	8	12	16	20	24	28	32	36	
Cont.												
At the end of this term	12	13	14	15	16	17	18	19	20	21	22	
Part-time students must have successfully completed at least this # of credits	40	44	48	52	56	60	64	68	72	76	80	
Cont.												
At the end of this term	23	24	25	26	27	28	29	30	31	32	33	34
Part-time students must have successfully completed at least this # of credits	84	88	92	96	100	104	108	112	116	120	124	128

The following will not be considered as credits successfully completed: "F" grades, "I" incompletes, "WD" withdrawals. Courses that are repeated will count in the calculation of completed hours earned if the student receives a passing grade. Both the original grade and the second grade will be counted in the cumulative index, but credit for the course will be given only once. Only one repetition of a course will be considered toward the number of credits successfully completed.

A transfer student, as any other student enrolling at the College for the first time, may initially be assumed to be maintaining satisfactory progress. Following this initial presumption of progress, the College will use the number of hours accepted as transfer credit from the previous institutions to place that student within its time frame. For example, a student who is accepted at the junior class level based on 60 transfer credits earned at other institutions would be placed at the fifth semester time frame.

At the end of each semester the Registrar reviews the record of every student and refers to the Committee on Academic Development those who have failed to maintain an index of 2.0 and/or who have failed to complete successfully the minimum number of credits for their enrollment status (FT or PT). The faculty members, with the Dean, and the Registrar as consultants, endeavor to determine the causes of the academic difficulty and recommend adjustments in program for the following term. The faculty members of the Committee serve thereafter as special advisors to those students who have been referred to them.

Full-time students who, at the end of a semester, have not achieved an index of 2.0 or higher, and/or who have failed to complete successfully the minimum number of credits for their enrollment status, may not take more than 12 credits the following semester. Part-time students may not take more than 6 credits the following semester without special permission of the Dean. Although the Committee on Academic Development reviews each case individually, students who continue to achieve below the required index of 2.0 and/or who have failed to complete successfully the minimum number of credits for their enrollment status will be advised to withdraw. Students who have been asked to withdraw may represent to the Dean, in person or in writing, any relevant circumstances.

### ***Reinstatement***

Students asked to withdraw because of unsatisfactory progress may apply to be readmitted to the College. The procedure requires a written request, assessment of previous academic record and of potential, evidence of increased motivation, possible retesting, and approval of the Chairperson of the major department and the Dean.

Students who have been reinstated are responsible for finding out the conditions, if any, which must be satisfied in order to obtain financial aid.

### ***Examinations***

Final examinations are held at the end of each semester. Exceptions to this procedure require the approval of the Dean.

Genuine emergency such as illness is the only excuse for absence from an examination. Documentation of the emergency may be required. A student who is absent from a final examination must call the Registrar on the day of the exam, giving the reason for the absence. Within one week, the student must write to the Dean, stating the reason for the absence and requesting a make-up exam. A fee of \$25 dollars is required for each make-up examination. By faculty regulation, a special examination may be given no sooner than two months from the date of the originally scheduled examination. The

dates for such examinations are listed on the academic calendar; the hours are specified by the Registrar. Students must take the make-up exam at the time specified. A student who is absent from a make-up exam will receive a grade of zero for the exam.

### ***Incompletes***

If a faculty member believes that a student, for a serious reason, should be allowed additional time in which to complete the requirements of a course, the faculty member may file a form with the Registrar to this effect. It is the responsibility of the student for whom such exception has been made to see that the work is completed so that the faculty member may give the final grade to the Registrar NOT LATER THAN January 31 for the Fall semester, July 1 for the Spring semester, and September 1 for the Summer session. All coursework must be completed prior to the day of graduation.

### ***Grades and Reports***

Transcripts of courses and grades are issued at the end of each term. The final grade in each course is based on the criteria established by the individual faculty member. Grades are interpreted as follows:

<i>Quality</i>	<i>Grade</i>	<i>Percentage</i>	<i>Quality Points</i>
Excellent	A	93.0 - 100	4.0
	A-	90.0 - 92.9	3.7
	B+	87.0 - 89.9	3.3
Good	B	83.0 - 86.9	3.0
	B-	80.0 - 82.9	2.7
Satisfactory	C	77.0 - 79.9	2.3
	C	73.0 - 76.9	2.0
	C-	70.0 - 72.9	1.7
	D+	67.0 - 69.9	1.3
Passing	D	63.0 - 66.9	1.0
	D-	60.0 - 62.9	0.7
Unsatisfactory	F	Below 60.0	0.0

#### *Pass/No Credit Basis*

Pass	P	60 - 100	—
Unsatisfactory	NC	Below 60	—
WD	Student officially withdraws from a course; no grade penalty.		

#### *Incomplete/Absent From Final Examination*

<i>Category</i>	<i>Grade Designation</i>
Incomplete	INC
Absent from Final Examination	ABS

### ***Withdrawal from the College***

Students who plan to withdraw from the College should consult an advisor and then submit written notification of withdrawal. All financial obligations to the College must be fully paid before students may withdraw or graduate in good standing. In addition, students who have received a scholarship or loan must have an exit interview with the Financial Aid Officer. (See Financial Aid). It is important for financial aid purposes that the last date of attendance be officially recorded. The Administration of the College may require the withdrawal of students whose academic record or conduct is judged unsatisfactory.

Students who have been inactive for two semesters or more should consider themselves withdrawn. If they wish to later re-enroll at the College, they will be required to be readmitted and will be subject to all the requirements and procedures in force upon their subsequent readmission. See General Limitations on Prior Learning Credit.

St. Joseph's College is under no obligation to readmit students who have withdrawn from the College or who have been asked to withdraw.

## **HONORS**

### ***Dean's Honor List***

At the beginning of each term, the Dean publishes the names of those full-time students (12 credits or more) who in the previous academic semester attained an index of 3.65 or higher. Part-time students who attain an index of 3.65 after 15 credits are eligible for the Dean's Honor List and must file an application with the Registrar by August 30 for the Summer session, February 15 for the Fall semester, or June 30 for the Spring semester. Graduates need not apply in their last semester since this index is computed automatically for graduates. This list is posted on a special bulletin board in the main hall of the College, outside the Dean's Office.

### ***Senior Honors***

Students who achieve a cumulative index of 3.8 for the last 30 credits taken at St. Joseph's College will receive Senior Honors.

### ***Distinguished Graduate Award***

The Distinguished Graduate Award is given to students who achieve a cumulative index of 3.85 for the last 45 credits taken at the College. Persons receiving the Distinguished Graduate Award will not also receive Senior Honors.

In computing the index for each of the above honor categories, the grades from full semesters are used, which may necessitate including more credit than the required minimum of 15, 30, or 45 credits, respectively.

## STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS

Public Law 93-380, usually titled "Family Educational Rights and Privacy Act," or more often known simply as the Buckley Amendment, prohibits release of any material in a student's file without the written consent of the college student. This law also affords students the right to review the contents of their official academic folders, except for those documents excluded by Law 93-380, as amended.

Students who wish to inspect their folders are required to complete the REQUEST FOR DISCLOSURE OF STUDENT FILE INFORMATION. These forms are available in the Registrar's Office and in the Office of the Academic Dean. Students who wish to challenge the contents of their folders as inaccurate, misleading, or inappropriate, should follow the informal and formal proceedings outlined in the current Student Handbook.

### STUDENT COMPLAINTS

A student who has a complaint about an academic matter should follow the procedures set forth in the *Student Handbook* under Student Grievance Procedures in Academic Matters. No adverse action will be taken against any student who files a complaint.

*It is the responsibility of all students to inform the College of any change in their mailing address. Failure to do so relieves the College of any liability in the event that important correspondence is not received by the students.*

# CURRICULAR OFFERINGS

## ***Bachelor of Science in Community Health and Human Services*** (Formerly Bachelor of Science in Community Health)

Lorraine Boykin, Ed.D., Chairperson

The Bachelor of Science degree in Community Health and Human Services has been designed to educate health practitioners in order to improve the quality of the health and human services delivery system. Concomitantly, courses in the major program: (1) meet the individual needs of health and human services professionals with diverse orientations and professional concerns; and (2) promote such generic cognitive capabilities as critical thinking and problem solving, skills that transcend technical professional specializations and provide for continuing development and adaptation.

In addition to having met the general admission requirements of the Division, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree. Exceptions to this are made with the approval of the Dean.

A minimum of 21 credits with a CHS or CHA identifier must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement).

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Major Requirements</i>		<i>Credits</i>
CHS 415	Community Health and Human Services (Formerly Community Health)	3
CHS 429	Human Services Delivery System	3
or		
CHA 430	Health Care Delivery System	3
CHS 490	Research Seminar in Community Health and Human Services	3
Major Electives	(12 credits from Community Health and Human Services offerings; 9 additional credits to be taken in Community Health and Human Services, Health Administration, related areas, COM 110, COM 140 or COM 150.)	21

<i>Required Core Courses</i>		<i>Credits</i>
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
CHS 403	Community Health/Human Services and the Liberal Arts	3
ENG 103	Writing for Effective Communication	3
MAT 151	Fundamentals of Statistics	3
Social Science		3
<i>Liberal Arts Electives</i>		36
<i>Other Electives</i>		44
<i>Total</i>		128

*The following courses will be offered during either the 1995-96 or the 1996-97 academic year in the Fall, Spring and/or Summer semesters on both the Brooklyn and the Suffolk Campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information, including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

#### CHS 150 GROUP DYNAMICS AND COMMUNICATION\* (PSY 150)

A theoretical introduction to small group processes, with an emphasis on the relationship between groups and the individual, and on the communication process. Students participate in small group exercises as part of the course requirements.

3 hours a week, 1 semester, 3 credits.

#### CHS 230 EMOTIONAL DISTURBANCE IN CHILDREN AND YOUTH\*

An overview of emotional and psychiatric disorders in childhood and adolescence, ranging from infant autism to adolescent suicide, from debilitating psychiatric problems to transient situational disorders as related to the family, school, and community. Various modes of treatment are covered.

3 hours a week, 1 semester, 3 credits.

#### CHS 231 CHILD ABUSE AND NEGLECT\*

An exploration of the social, economic, and familial factors that are contributive to child abuse and neglect. The effects of these problems on the child, family, and community are discussed. Also covered are such topics as reporting, crisis intervention, and prevention.

3 hours a week, 1 semester, 3 credits.

#### CHS 270 SOCIOLOGY OF HEALTH\* (SOC 270)

An exploration of the social and cultural facets of health and illness and the functioning of organizations involved in health care. The social behavior of health personnel and those who are the consumers of health is also stressed.

3 hours a week, 1 semester, 3 credits.

## CHS 403 COMMUNITY HEALTH/HUMAN SERVICES AND THE LIBERAL ARTS\*

This course, designed for Community Health and Human Services majors, focuses on the application of the liberal arts to issues in community health and human services. Drawing on the knowledge and methodologies of the social sciences and the arts and humanities, this course explores themes prevalent in the study of community health and human services. (Suggested antecedent course: CHS 415.)

3 hours a week, 1 semester, 3 credits.

## CHA 406 INTRODUCTION TO THE HEALTH FIELD

Required for students new to the health field, this course provides an overview of the major components of the U.S. health care system. Also covered are terminology and acronyms that are commonly used by health professionals.

3 hours a week, 1 semester, 3 credits.

## CHS 407 HUMAN SEXUALITY IN HEALTH AND DISEASE\*

An in-depth examination of sexual development and behavior, concentrating on psychological, social and biological aspects of human sexuality. The emphasis on sexual health, on education, and on sexuality and the disabled, is directed toward helping students feel comfortable with themselves and the topic.

3 hours a week, 1 semester, 3 credits.

## CHA 408 EPIDEMIOLOGY\*

An introduction to the science of epidemiology dealing with the incidence, distribution, and control of disease in the population. Concentration is directed toward health promotion and disease prevention at institutional and community levels. The role of the public health and other agencies is also discussed.

3 hours a week, 1 semester, 3 credits.

## CHS 409 PSYCHOLOGICAL FACTORS IN HEALTH AND DISEASE\*

An investigation of the psychological factors that influence an individual's adjustments along the health continuum. Problems of conflict, tension, and anxiety from, family, friends, and the work environment are dealt with in the discussion of acute, chronic, and psychosomatic health problems.

3 hours a week, 1 semester, 3 credits.

## CHS 411 ALCOHOLISM\*

This course examines theories surrounding the etiology of alcoholism, including biological, psychological, sociological, and cultural factors. The impact of alcoholism on the individual, family, and community is discussed. Methods of prevention, treatment, and rehabilitation are also explored.

3 hours a week, 1 semester, 3 credits.

## CHS 412 ADDICTIONS AND DEPENDENCIES\*

The process of dependency is examined not only as it applies to substances, including alcohol, but also as it relates to pathological gambling, compulsive over-eating, and co-dependencies. Effects of various substances on the body will be discussed. The etiology of addictive and dependent behavior as well as the impact this abuse has on the individual, family, and community are studied. Methods of prevention, treatment, and rehabilitation are explored.

3 hours a week, 1 semester, 3 credits.

## CHS 413 NUTRITION IN COMMUNITY HEALTH

This course introduces students to nutrition requirements and nutrient analysis. The student will become familiar with intake assessment and will relate nutritional requirements to eating patterns, taking into consideration various ethnic backgrounds.

3 hours a week, 1 semester, 3 credits.

## CHS 414 SEXUALLY TRANSMITTED DISEASES\*

An examination of the biological, psychological, and sociological dimensions of sexually transmitted diseases. Approaches to education, prevention, research, and treatment are included.

3 hours a week, 1 semester, 3 credits.

## CHS 415 COMMUNITY HEALTH AND HUMAN SERVICES (Formerly Community Health)

This introductory course explores the interrelationship between the community, its health needs, and the response of the health and human service delivery system to meet these needs. A history of community health and human service is covered, as are the social, cultural, and economic forces that give rise to specific health problems, attitudes, and behaviors, including the response of various community health and human service systems to prevent disease and promote health.

3 hours a week, 1 semester, 3 credits.

## CHA 416 CONSUMER HEALTH

This course investigates consumerism as it relates to health. Health care services, environmental agents, industrial safety, food, drugs, appliances, and other consumer concerns are discussed. The legislative process and consumer laws are stressed.

3 hours a week, 1 semester, 3 credits.

## CHS 419 ALCOHOLISM AND ADDICTIONS IN THE FAMILY AND SOCIETY\*

This course centers on alcoholism and addictions as these relate to the family, its individual members, and society. A special focus is the child's development in a dysfunctional family and the later outcome known as adult children of alcoholism. Co-dependency, family violence, therapeutic interventions, special populations, HIV/AIDS, and societal implications are explored.

3 hours a week, 1 semester, 3 credits.

## CHS 420 HEALTH EDUCATION

This course is designed to acquaint students with health education programs in the community, hospitals, and industry. The focus is on various educational and administrative techniques, materials, media, and methods of communication. These are geared to specific target populations to prevent illness, improve health care, and increase health awareness.

3 hours a week, 1 semester, 3 credits.

## CHA 422 SCHOOL HEALTH PROGRAMS

An investigation into the organization and administration of school health programs, emphasizing prevention of illness as well as education toward optimal health. The school structure is reviewed as well as the position of the health educator within the school system. School health problems are discussed.

3 hours a week, 1 semester, 3 credits.

## CHA 423 PRINCIPLES OF TRAINING AND STAFF DEVELOPMENT (GS 423)

(Formerly Staff Development Management and Methods of Teaching I)

This course provides a survey of the methods used in the training and career development of employees in the service of individual and organizational effectiveness. Central to the course is its focus on planning, designing, and implementing an overall training and development effort for an organization.

3 hours a week, 1 semester, 3 credits.

## CHA 424 TRAINING AND DEVELOPMENT TECHNIQUES (GS 424)

(Formerly Staff Development Management and Methods of Teaching II)

This course focuses on conducting a specific training and development program, including developing a needs analysis, creating program objectives, selecting an appropriate teaching methodology, identifying instructional aids, and developing an evaluation instrument.

3 hours a week, 1 semester, 3 credits.

## CHS 429 HUMAN SERVICES DELIVERY SYSTEM

This course provides an overview of the human services delivery system within the United States. Governmental and private structures will be explored, as will mechanisms of finance. Also covered will be the emerging role of the human service worker, as well as current approaches and philosophies germane to human services.

3 hours a week, 1 semester, 3 credits.

## CHA 430 HEALTH CARE DELIVERY SYSTEM (Formerly Issues In The Health Care Delivery System)

An in-depth study of the organization of the U.S. health care delivery system. Special attention is given to practices and problems affecting providers and consumers of health care. Recent changes in the financing mechanisms and their impact on distribution of services are discussed.

3 hours a week, 1 semester, 3 credits.

## CHA 432 COMMUNITY HEALTH AND AMBULATORY CARE ADMINISTRATION

This course focuses on the delivery of health services on an out-patient basis. Governmental regulations, organizational considerations, staffing patterns, quality issues, and reimbursement are examined.

Duplicative of CHA 431 COMMUNITY HEALTH ADMINISTRATION  
(Suggested antecedent course: HA 481 or CHS 415.)

3 hours a week, 1 semester, 3 credits.

## CHS 434 FAMILY HEALTH\*

Health aspects of families are explored, including the human life cycle and relevant social, physical, and psychological factors. The ramifications of alternative lifestyles on family health are also included.

3 hours a week, 1 semester, 3 credits.

## CHA 435 CONTINUOUS QUALITY IMPROVEMENT

This course covers the concept of continuous quality improvement and total quality management. The course will focus on the shift in health care to continuous quality improvement, risk management, and client satisfaction. Emphasis will be placed on compliance with and accreditation by regulatory agencies.

3 hours a week, 1 semester, 3 credits.

## CHA 437 HOME CARE ADMINISTRATION

This course focuses on the operation and administration of the many types of home care providers. The evaluation and growth of home care is discussed. Also covered are such topics as: government regulations, financing, staffing, continuing education needs, and marketing.

(Suggested antecedent course: CHA 430)

3 hours a week, 1 semester, 3 credits.

## CHA 439 PRACTICUM IN THE HOSPICE FIELD

A supervised field experience in a hospice setting, this course is made available on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged Typically no evenings or weekends. 3 credits.

*Prerequisites:* Required and elective courses for the Certificate in Hospice

## CHS 440 PRINCIPLES OF COUNSELING\*

An exploration of the theoretical framework of counseling and personality theory. It is structured to expose the professional to counseling theory and practice through discussion of the various theories of personality and their proponents.

3 hours a week, 1 semester, 3 credits.

#### CHS 441 COUNSELING TECHNIQUES\*

This course provides an opportunity to learn and practice the methods and techniques of counseling. Special emphasis is placed on the dynamics of interviewing and the various adaptations patients or clients make to illness and disability. The counseling model emphasized is one which the professional can draw upon and apply to a client/employee centered problem-solving relationship.

*Prerequisite:* CHS 440

3 hours a week, 1 semester, 3 credits.

#### CHS 442 FAMILY COUNSELING\*

This course examines the structure and process of family as a system. Various historical and theoretical perspectives are considered as patterns of interaction and dysfunction. Also covered are the process and techniques of family therapy.

3 hours a week, 1 semester, 3 credits.

#### CHS 443 MENTAL HEALTH AND CRISIS INTERVENTION\*

This course explores the theoretical perspective of crisis theory, including human adaptation, fulfillment and growth, and coping under extreme stress. Specific crises are explored as are the intervention skills needed to respond to these crises.

3 hours a week, 1 semester, 3 credits.

#### CHS 444 PRINCIPLES OF ALCOHOLISM AND ADDICTIONS COUNSELING

Designed to introduce the student to the field of alcoholism and addictions counseling skills, this course provides for the integration of theory and practice as it relates to the delivery of comprehensive service to: addicted persons, their families, and significant others; special populations; the community; and the work force. Included in the course are the following topics: Code of Ethics, Federal guidelines relative to confidentiality and its application to HIV clients; evaluation and treatment planning; and relapse prevention.

*Prerequisite:* CHS 411 or CHS 412

3 hours a week, 1 semester, 3 credits.

#### CHS 445 ALCOHOLISM AND ADDICTIONS EVALUATION AND TREATMENT PLANNING

This course covers the principles and procedures used in evaluating individual alcoholism and addictions severity with a view towards designing and implementing an appropriate treatment plan. Treatment plans will include the following: evaluation, assessment, diagnosis, clinical concerns, goals, documentation, discharge planning needs, and referrals/resources. In addition to treatment planning, emphasis will be placed on the importance and methods of relapse prevention and skilled intervention.

*Prerequisite:* CHS 411 or CHS 412

3 hours a week, 1 semester, 3 credits.

#### CHS 449 DEATH AND DYING\*

A discussion of attitudes toward death and dying in relation to ethnic, cultural, religious, and professional influences. The dying process, grief, family counseling, ethical, and legal issues are addressed.

3 hours a week, 1 semester, 3 credits.

#### CHS 451 GERONTOLOGY\*

This course provides an overview of the study of aging, emphasizing social and biological topics. The course will address demography, biological theories, major health problems and prevention, as well as the older person's role in the family and community.

3 hours a week, 1 semester, 3 credits.

#### CHS 453 THE PSYCHOLOGY OF AGING\*

Psychological theories of aging are used as a basis for considering the major role changes and adjustments confronting older adults. Emphasis is given to the topics of retirement, family relationships, sexuality, and loss. Specific counseling approaches to coping with these special needs of aging are demonstrated.

3 hours a week, 1 semester, 3 credits.

#### CHA 456 PROGRAMS AND RESOURCES IN AGING

This course examines government and private programs and resources in aging, at national, state, and local levels. Special emphasis is given to income maintenance, housing options, crime prevention, nutrition, and adult day care. Besides addressing political and fiscal realities, this course will explore future trends.

3 hours a week, 1 semester, 3 credits.

#### CHA 459 PRACTICUM IN GERONTOLOGY

A supervised field experience in gerontology, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

*Prerequisites:* Required and elective courses for the Certificate in Gerontology

#### CHA 466 PRACTICUM IN THE HEALTH FIELD

A supervised field experience in the health area, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### CHS 467 PRACTICUM IN HEALTH INSTRUCTION

A supervised field experience in health instruction, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

*Prerequisites:* SPC 102, CHS 420, CHS 434

## CHA 468 PRACTICUM IN TRAINING AND STAFF DEVELOPMENT (GS 468)

(Formerly Practicum in Health Staff Development)

A supervised internship in training and staff development is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

*Prerequisites:* SPC 102, CHA/GS 423, CHA/GS 424

## CHS 470 PRACTICUM IN ALCOHOLISM & ADDICTIONS COUNSELING I

A supervised internship in the field of alcoholism and addictions counseling, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor. Approval required to take CHS 470 and CHS 471 concurrently.

*Prerequisites:* CHS 411, CHS 412, CHS 419, CHS 444, CHS 445

Hours to be arranged, 3 credits.

## CHS 471 PRACTICUM IN ALCOHOLISM & ADDICTIONS COUNSELING II

A supervised internship in the field of alcoholism and addictions counseling, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor. Students who earn below a B in CHS 470 may not register for CHS 471. Approval required to take CHS 470 and CHS 471 concurrently.

*Prerequisites:* CHS 411, CHS 412, CHS 419, CHS 444, CHS 445

Hours to be arranged, 3 credits.

## CHA 484 LEGAL ASPECTS OF HEALTH CARE

A review of the basic legal concepts affecting the health care delivery system. Topics discussed include aspects of malpractice in health care, practitioner and institutional liability, legal rights of the consumer, administrative law, medical records, and the role of regulatory agencies.

3 hours a week, 1 semester, 3 credits.

## CHA 488 HEALTH CARE ECONOMICS\*

(Formerly ECONOMICS OF HEALTH)

An overview of the economic issues affecting the health care industry, this course focuses on economic theory and concepts such as the determinants of supply and demand, pricing theory, and resource organization. The impact of money, fund flows, DRG's and RUG's upon decisions and economic activity is explored.

3 hours a week, 1 semester, 3 credits.

## CHA 489 COMPREHENSIVE HEALTH PLANNING

This introductory course examines the methods and practices of long-range and strategic health planning, focusing on such factors as need, supply, and demand-at the institutional, community, and regional level. Also covered is the role of government in health care planning. Facility and health program planning are considered.

3 hours a week, 1 semester, 3 credits.

## CHS 490 RESEARCH SEMINAR IN COMMUNITY HEALTH AND HUMAN SERVICES\*

A capstone research course for students pursuing the Community Health and Human Services major, it is designed to permit an investigation into an individualized area of interest. Students are expected to employ research methodologies in the preparation of a paper.

*Prerequisites:* CHS 415, ENG 103

3 hours a week, 1 semester, 3 credits.

## CHA 500 INTERNATIONAL HEALTH SYSTEMS\*

This course focuses on contemporary health issues in their political, cultural, and socioeconomic context. The role of the World Health Organization is addressed.

3 hours a week, 1 semester, 3 credits.

## CHA 501 FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services.

Hours to be arranged, 3 credits.

## CHA 502 ADVANCED FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services. Students will compare significant aspects of the health care systems of the countries visited. Approval required.

Hours to be arranged, 3 credits.

## ***Bachelor of Science in Health Administration***

The Bachelor of Science degree in Health Administration has been designed to educate health practitioners in order to improve the quality of the health care delivery system. Concomitantly, courses in the major program: (1) meet the individual needs of health professionals with diverse orientations and professional concerns; and (2) promote such generic cognitive capabilities as critical thinking and problem solving, skills that transcend technical professional specializations and provide for continuing development and adaptation.

In addition to having met the general admission requirements of the Division, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree. Exceptions to this are made with the approval of the Dean.

A minimum of 21 credits with an HA or CHA identifier must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement).

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Major Requirements</i>	<i>Credits</i>
CHA 430 Health Care Delivery System	3
HA 481 Health Care Management	3
HA 490 Research Seminar in Health Administration	3
Major Electives (12 credits from Health Administration offerings; 9 additional credits to be taken in Health Administration, Community Health and Human Services, related areas, or in courses applicable to the Management Certificate.)	21
<i>Required Core Courses</i>	
GS 401 Problem Solving for Professionals	3
GS 402 Critical Thinking for Professionals	3
HA 404 Administration and the Liberal Arts	3
ENG 103 Writing for Effective Communication	3
MAT 151 Fundamentals of Statistics	3
Social Science	3
<i>Liberal Arts Electives</i>	42
<i>Other Electives</i>	38
<i>Total</i>	128

*The following courses will be offered during either the 1995-96 or the 1996-97 academic year in the Fall, Spring and/or Summer semesters on both the Brooklyn and the Suffolk Campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information, including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

### HA 130 ORGANIZATIONAL BEHAVIOR (BUS 130)

An introduction to the study of management theory concerning human behavior in formal organizations. The student is given the opportunity to test theories through the analysis and discussion of a series of case studies.

*Prerequisite:* BUS 100 or HA 481

3 hours a week, 1 semester, 3 credits.

### HA 152 HUMAN RESOURCES LAW (BUS 152)

A study of the legal concepts affecting the employer-employee relationship within organizations. Federal and State statutes/regulations and judicial decisions will be explored as they relate to the following: recruiting, hiring, and placement; compensation; training, promotion, and transfer; discipline and termination; affirmative action; retirement and benefits; performance appraisal; discrimination; safety and health; and unions and collective bargaining.

3 hours a week, 1 semester, 3 credits.

### HA 230 HUMAN RESOURCES MANAGEMENT (BUS 230)

A review of the theory of the effective management of human resources. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining. The course utilizes the case method supplemented with an assigned text.

*Prerequisite:* BUS 100 or HA 481

3 hours a week, 1 semester, 3 credits.

### HA 370 ADVANCED HUMAN RESOURCES MANAGEMENT (BUS 370)

This course is designed to analyze and explore current issues of significance related to the utilization and development of personnel. Students will be directed to undertake case studies on selected topics from the following areas: planning and staffing, performance appraisal and evaluation, training and development, labor relations and personnel law, and quality of worklife. Where appropriate, cases and investigations will be regionally based.

*Prerequisite:* HA/BUS 230, and BUS 232 or HA/BUS 152

3 hours a week, 1 semester, 3 credits.

#### HA 404 ADMINISTRATION AND THE LIBERAL ARTS\* (GS 404)

This course, designed for management and health administration majors, focuses on the relationship between the liberal arts and the issues related to administration. With perspectives provided by the social sciences and the arts and humanities, this course explores: the rise of the management dynamic; the growth of technology and industrial power; administrative styles; the effect of corporate and organizational life on the individual and society; the conflict between power and responsibility.

(Suggested antecedent course: HA 481.)

3 hours a week, 1 semester, 3 credits.

#### CHA 406 INTRODUCTION TO THE HEALTH FIELD

Required for students new to the health field, this course provides an overview of the major components of the U.S. health care system. Also covered are terminology and acronyms that are commonly used by health professionals.

3 hours a week, 1 semester, 3 credits.

#### CHA 408 EPIDEMIOLOGY\*

An introduction to the science of epidemiology dealing with the incidence, distribution, and control of disease in the population. Concentration is directed toward health promotion and disease prevention at institutional and community levels. The role of public health and other agencies is also discussed.

3 hours a week, 1 semester, 3 credits.

#### CHA 416 CONSUMER HEALTH

This class investigates consumerism as it relates to health. Health care services, environmental agents, industrial safety, food, drugs, appliances, and other consumer concerns are discussed. The legislative process and consumer laws are stressed.

3 hours a week, 1 semester, 3 credits.

#### CHA 422 SCHOOL HEALTH PROGRAMS

An investigation into the organization and administration of school health programs, emphasizing prevention of illness and education toward optimal health. The school structure is reviewed as well as the position of the health educator within the school system. School health problems are discussed.

3 hours a week, 1 semester, 3 credits.

#### CHA 423 PRINCIPLES OF TRAINING AND STAFF DEVELOPMENT (GS 423)

(Formerly Staff Development Management and Methods of Teaching I)

This course provides a survey of the methods used in training and career development of employees in the service of individual and organizational effectiveness. Central to the course is its focus on planning, designing, and implementing an overall training and development effort for an organization.

3 hours a week, 1 semester, 3 credits.

## CHA 424 TRAINING AND DEVELOPMENT TECHNIQUES (GS 424)

(Formerly Staff Development Management and Methods of Teaching II)

This course focuses on conducting a specific training and development program, including developing a needs analysis, creating program objectives, selecting an appropriate teaching methodology, identifying instructional aids, and developing an evaluation instrument.

3 hours a week, 1 semester, 3 credits.

## CHA 430 HEALTH CARE DELIVERY SYSTEM (Formerly Issues in the Health Care Delivery System)

An in-depth study of the organization of the U.S. health care delivery system. Special attention is given to practices and problems affecting providers and consumers of health care. Recent changes in the financing mechanisms and their impact on distribution of services are discussed.

3 hours a week, 1 semester, 3 credits.

## CHA 432 COMMUNITY HEALTH AND AMBULATORY CARE ADMINISTRATION

This course focuses on the delivery of health services on an out-patient basis. Governmental regulations, organizational considerations, staffing patterns, quality issues, and reimbursement are examined.

Duplicative of CHA 431 COMMUNITY HEALTH ADMINISTRATION

3 hours a week, 1 semester, 3 credits.

## CHA 435 CONTINUOUS QUALITY IMPROVEMENT

This course covers the concept of continuous quality improvement and total quality management. The course will focus on the shift in health care to continuous quality improvement, risk management, and client satisfaction. Emphasis will be placed on compliance with and accreditation by regulatory agencies.

3 hours a week, 1 semester, 3 credits.

## CHA 437 HOME CARE ADMINISTRATION

This course focuses on the operation and administration of the many types of home care providers. The evaluation and growth of home care is discussed. Also covered are such topics as: government regulations, financing, staffing, continuing education needs, and marketing.

(Suggested antecedent course: CHA 430)

3 hours a week, 1 semester, 3 credits.

## CHA 439 PRACTICUM IN THE HOSPICE FIELD

A supervised field experience in a hospice setting, this course is made available on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

*Prerequisites:* Required and elective courses for the Certificate in Hospice

## CHA 456 PROGRAMS AND RESOURCES IN AGING

This course examines government and private programs and resources in aging, at national, state, and local levels. Special emphasis is given to income maintenance, housing options, crime prevention, nutrition, and adult day care. Besides addressing political and fiscal realities, this course will explore future trends.

3 hours a week, 1 semester, 3 credits.

## CHA 459 PRACTICUM IN GERONTOLOGY

A supervised field experience in gerontology, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

*Prerequisites:* Required and elective courses for the Certificate in Gerontology.

## CHA 466 PRACTICUM IN THE HEALTH FIELD

A supervised field experience in the health area, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

## CHA 468 PRACTICUM IN TRAINING AND STAFF DEVELOPMENT (GS 468) (Formerly Practicum in Health Staff Development)

A supervised internship in training and staff development is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

*Prerequisites:* SPC 102, CHA/GS 423, CHA/GS 424

## HA 481 HEALTH CARE MANAGEMENT

An overview course dealing with health care management. Included in the course are such topics as effective management, supervision, organizational structures, decision-making, personnel and staffing, performance appraisal, finance, budgets, fiscal operations, facilities maintenance, and services distribution and control. State codes and accreditation standards are reviewed.

(Not to be taken by students who have taken BUS 100.)

3 hours a week, 1 semester, 3 credits.

## CHA 484 LEGAL ASPECTS OF HEALTH CARE

A review of the basic legal concepts affecting the health care delivery system. Topics discussed include aspects of malpractice in health care, practitioner and institutional liability, legal rights of the consumer, administrative law, medical records, and the role of regulatory agencies.

3 hours a week, 1 semester, 3 credits.

#### HA 485 PRODUCTIVITY AND EVALUATION IN HEALTH CARE

This course examines different management strategies and techniques that can feasibly result in increased productivity in the delivery of health care services. It provides administrative personnel with expertise in assuring a high level of performance and quality care.

Duplicative of HA 487 PRODUCTIVITY IN HEALTH CARE.

3 hours a week, 1 semester, 3 credits.

#### HA 486 LONG TERM HEALTH CARE ADMINISTRATION

This course deals with the application of administrative theory to long term care facilities. Facilities are classified, and services of each are defined. Planning, construction, financial management, codes and regulations, Medicaid/Medicare, and an in-depth examination of personnel and health care services are covered. (Suggested antecedent course: HA 481.)

3 hours a week, 1 semester, 3 credits.

#### CHA 488 HEALTH CARE ECONOMICS\*

(Formerly Economics of Health)

An overview of the economic issues affecting the health care industry, this course focuses on economic theory and concepts such as the determinants of supply and demand, pricing theory, and resource organization. The impact of money, fund flows, DRG's, and RUG's upon decisions and economic activity is explored.

3 hours a week, 1 semester, 3 credits.

#### CHA 489 COMPREHENSIVE HEALTH PLANNING

This introductory course examines the methods and practices of long-range and strategic health planning, focusing on such factors as need, supply, and demand—at the institutional, community, and regional level. Also covered is the role of government in health care planning. Facility and health program planning are considered.

3 hours a week, 1 semester, 3 credits.

#### HA 490 RESEARCH SEMINAR IN HEALTH ADMINISTRATION\*

A capstone research course for students pursuing the Health Administration major, it is designed to permit students to do an investigation into an area of their interest. Students are expected to employ research methodologies in the preparation of a paper.

*Prerequisites:* HA 481, ENG 103, MAT 151

3 hours a week, 1 semester, 3 credits.

#### HA 497 FINANCIAL MANAGEMENT IN HEALTH CARE INSTITUTIONS

This course focuses on general financial management concepts and applies them to the health care institution. The course covers breakeven analysis, capital and operating budget techniques, DRG's and RUG's, inventory management systems, and present value analysis. The role of government in regulation and planning is explored as are changes in reimbursement methodology. Also, emerging forms of alternative health care delivery systems (such as H.M.O.'s and P.R.O.'s) are examined.

3 hours a week, 1 semester, 3 credits.

#### CHA 500 INTERNATIONAL HEALTH SYSTEMS\*

This course focuses on contemporary health issues in their political, cultural, and socioeconomic context. The role of the World Health Organization is addressed.

3 hours a week, 1 semester, 3 credits.

#### CHA 501 FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services.

Hours to be arranged, 3 credits.

#### CHA 502 ADVANCED FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services. Students will compare significant aspects of the health care systems of the countries visited. Approval required.

Hours to be arranged, 3 credits.

## ***Bachelor of Science with a Major in Nursing***

Audrey J. Conley, Ed.D., R.N., Director

The Department of Nursing offers an upper-division National League for Nursing accredited baccalaureate nursing program that is designed exclusively for registered nurses. The curriculum is planned to maximize the strengths the registered nurse brings to the baccalaureate program. The program focuses upon the utilization of nursing theory; the promotion, restoration and maintenance of health for clients; the development of critical thinking and decision-making skills; and the development of leadership skills appropriate to beginning professional practice. The research process as it relates to nursing is taught and utilized throughout the program. Clinical experiences are provided at a variety of health care settings under the direction of the Nursing faculty.

The purposes of the program are to:

1. Provide the graduate with breadth of knowledge and values from both general and professional education.
2. Prepare the graduate for professional practice in traditional and unstructured health care settings.
3. Provide a foundation for graduate education in nursing.
4. Provide the knowledge base and experiences that will facilitate resocialization from technical to professional nursing practice.

### ***Admission Process***

Candidates for admission to the Nursing program must submit:

1. A Nursing program application.
2. Transcripts of lower-division course work. If student copies of transcripts are submitted initially, official transcripts must be on file within the first 18 credits of course work at St. Joseph's College.
3. Two letters of reference from employing agency or School of Nursing attesting to the candidate's clinical competency and potential for professional growth.
4. Proof of licensure as a Registered Professional Nurse in New York State.

### ***Admission Requirements***

Candidates for admission to the Nursing program must have:

1. Graduated from a National League for Nursing accredited Associate Degree Nursing Program or a Hospital Diploma Program.
2. A current license in New York State as a Registered Professional Nurse or eligibility to sit for the NCLEX-RN licensing exam. Students must have a current New York State RN license to enroll in NU 350.

3. Completion of lower-division course requirements. Candidates are eligible to apply for admission after completing 24 credits of lower division course requirements at a regionally accredited community or senior college. CLEP challenge exams are available in selected science and liberal arts courses.
4. A satisfactory cumulative grade point average in lower-division course work. All candidates with a grade point average of 2.5 on a 4 point scale will be reviewed for admission. Preference will be given to those with a 3.0 or above grade point average.
5. Satisfactory scores on the NLN Nursing Mobility Profile II Tests required for graduates of Hospital Diploma Programs. These tests must be taken no later than the second semester after admission to the program.

## ***Baccalaureate Curriculum***

### ***Liberal Arts Component***

<i>Humanities</i>	<i>Credits</i>
*English	3
*Speech	3
Electives	9
GS 402 Critical Thinking for Professionals	3

*Total* 18

<i>Natural Sciences</i>	<i>Credits</i>
*Anatomy & Physiology	6-8
*Chemistry	3
*Microbiology	3-4
BIO 331 Pathophysiology	3
COM 110 Computer Literacy	3
MATH 151 Statistics	3

*Total* 21-24

<i>Behavioral/Social Sciences</i>	<i>Credits</i>
*Psychology	3
*Sociology	3
*Growth & Development	3
PSY 150 Group Dynamics and Communication	3
GS 400 Adults in Transition	3
Electives	6

*Total* 21

\* Lower-division course requirements. Candidates are eligible to apply for admission after completing 24 credits of lower-division course requirements at a regionally accredited junior or senior college. CLEP challenge exams are available in selected science and liberal arts courses.

### ***Unrestricted Electives 8-11 Credits***

### ***The Nursing Component***

<i>The Nursing Component</i>	<i>Credits</i>
NU 300 Theoretical Bases in Nursing	3
NU 310 Professional Nursing Practice Roles	3
NU 350 Professional Nursing with Individuals	4
NU 400 Professional Nursing with Families	3
NU 410 Professional Nursing with Communities	6
NU 420 Nursing Research	3
NU 430 Nursing Leadership	3
NU 450 Professional Nursing Practicum	6

*Total* 31

*Of the 128 credits required for the degree, at least 60 must be in the liberal arts.*

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

## ***Nursing Course Offerings***

*The following courses will be offered in either the Spring or Fall semester during the 1995-96, 1996-97 academic years on the Brooklyn and Suffolk campuses.*

### **NU 300 THEORETICAL BASES IN NURSING**

The focus of this course is the study of the conceptual framework and theories which provide the bases for professional nursing practice. The historical evolution of the theoretical foundation of nursing practice will be discussed, as well as the functions and merits of theory development to nursing practice, education and research. Selected nursing theories and concepts will be explored with an emphasis on the application of these to the nursing process. A case study approach will be used to provide students the opportunity to apply learning to practice situations.

3 hours a week, 1 semester, 3 credits.

### **NU 310 PROFESSIONAL NURSING PRACTICE ROLES**

The student engages in a study of the historical perspectives in the development of professional practice roles. Role theory, role socialization and role differentiation are examined as related to organizational structure and goals. The diversity of practice roles, changing roles, and expanded roles are explored with an emphasis on professional accountability, legal and ethical implications and advocacy.

3 hours a week, 1 semester, 3 credits.

### **NU 350 PROFESSIONAL NURSING WITH INDIVIDUALS**

This course focuses upon the health appraisal of clients including select physical assessment skills. Emphasis is placed on health promotion and the total assessment of the client including factors affecting health status, health history, client education and the application of the nursing process. The integration of theory and the nursing process, communication and interpersonal relationship skills are emphasized.

*Prerequisites:* NU 300, BIO 331

*Co or Prerequisite:* NU 310

4 hours lecture/college lab per week, 4 hours clinical per week during the last 2-3 weeks of the semester, 4 credits.

### **NU 400 PROFESSIONAL NURSING WITH FAMILIES**

This course includes a study of the concept of a family, the family environment as related to and influenced by health and illness, and the family as a system. Relevant theories are explored in relation to nursing practice with families focusing upon health promotion, maintenance and restoration. Public policy issues that affect family health care are explored.

*Prerequisites:* NU 300, NU 310

3 hours a week, 1 semester, 3 credits.

## NU 410 PROFESSIONAL NURSING WITH COMMUNITIES

This course focuses upon the application of theories to promoting, maintaining, and restoring the health of communities. Emphasis is placed on the utilization of the nursing process in the health assessment of families and communities. Health promotion, health education, coordination and continuity of care are emphasized as are the roles of the professional nurse in community practice. The epidemiological process is stressed in surveying current major health issues. Public policy issues relating to health care are explored.

*Prerequisites:* NU 350, PSY 150, NU 400

3 hours lecture per week, 6 hours clinical per week, 1 semester, 6 credits.

## NU 420 NURSING RESEARCH

This course focuses upon the critical evaluation of nursing research and the implications for nursing practice. Concepts basic to the research process, approaches to and methods of research are explored. Emphasis is placed on ethical considerations and the role of the nurse as a knowledgeable consumer of research.

*Prerequisites:* NU 300, MAT 151, GS 402

3 hours a week, 1 semester, 3 credits.

## NU 430 NURSING LEADERSHIP

This course includes a study of theories of leadership, organizational behavior, and planned change. Emphasis is placed on decision making. Nursing leadership in traditional and unstructured health care settings is explored. The student examines values and ethical issues, as well as socioeconomic and public policy issues affecting nursing and health care delivery.

*Prerequisites:* NU 350, PSY 150

3 hours a week, 1 semester, 3 credits.

## NU 450 PROFESSIONAL NURSING PRACTICUM

This course continues the study of theories and practice models that guide nursing practice with groups, families, and communities. Emphasis is placed on the use of leadership skills, strategies for initiating and facilitating change, and the application of research to nursing practice. The practicum is designed to facilitate the learner's self assessment and self directed pursuit of professional nursing competence in an area of interest.

*Prerequisite:* NU 350

*Co or Prerequisite:* NU 430

3 hours lecture per week, 6 hours clinical per week, 1 semester, 6 credits.

Students under the direction and guidance of faculty develop a learning contract for each clinical nursing course. The learning contracts are designed in accord with the student's academic and professional background and the objectives of the course. The use of the learning contract provides for student self-direction and participation in the selection of their learning experiences. Clinical hours are planned on a to-be-arranged basis.

## ***Bachelor of Science in Management of Human Resources (MHR)***

Stanley F. Fox, Ph.D., Chairperson

Elizabeth A. McKaigney, M.B.A., Associate Chairperson

Rupert Campbell, M.B.A., Coordinator of Business Management,  
Division of General Studies

Designed to promote career advancement, this program enables working adults to attain the credentials and skills essential for effective management. It is a flexible degree that builds upon prior learning and life experience. In order to be admitted to the program, adults would typically be employed in a full-time position and would have substantial work experience involving supervision, program development, specialized training, considerable responsibility, and/or independent judgment. A minimum of 21 credits from Required and/or Elective Business Courses must be taken at St. Joseph's College (MAT 151 may be applied toward this requirement). B.S. degrees in Business Administration and Accounting are offered through the College of Arts and Sciences; consult an admissions counselor.

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

<i>Required Business Courses</i>	<i>Credits</i>
BUS 100 Process of Management	3
MAT 151 Fundamentals of Statistics*	3
BUS 130 Organizational Behavior	3
BUS 152 Human Resources Law	
or	
BUS 232 Labor Relations	3
BUS 230 Human Resources Management	3
BUS 471 Research Seminar in Management of Human Resources*	3
<i>Elective Business Courses</i> (From Accounting; Management; Marketing; Economics and Finance; Business Law; and business courses in Computer, Mathematics, and Philosophy)	12
<i>Additional Required Courses</i>	
COM 110 Computer Literacy*	
or	
COM 140 Microcomputer Applications	
or	
COM 150 Introduction to Computers	3
PHI 160 Introduction to Ethics	3
GS 110 Portfolio and Career Development Seminar	3
GS 400 Adults in Transition	
or	
GS 404 Administration and the Liberal Arts	3
GS 401 Problem Solving for Professionals	3
GS 402 Critical Thinking for Professionals	3
ENG 103 Writing for Effective Communication	3
<i>Liberal Arts Electives</i>	36-39
<i>Other Electives</i>	38-41
<i>Total</i>	128

## **Business Course Offerings**

*The following courses will be offered during either the 1995-96 or the 1996-97 academic year in the Fall, Spring and/or Summer semesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

### **BUS 100 PROCESS OF MANAGEMENT**

An introduction to the business decision-making process through the study of the theory and practice of management. The manager's tasks - planning, organizing, directing and controlling - are reviewed through reading and case studies. The student is introduced to the concept of strategic planning, and in line with today's emphasis on productivity, particular attention is paid to Human Resources and Motivation.

(Not recommended for students who have taken HA 481)

3 hours a week, 1 semester, 3 credits.

### **BUS 120 MACROECONOMICS\***

(ECO 120)

A description of economic life and problems; the market, pricing of goods and services, business cycle; corporate organization; the banking system; foreign trade; agriculture, labor organization; government expenditures and receipts.

3 hours a week, 1 semester, 3 credits.

### **BUS 127 COMPARATIVE ECONOMIC SYSTEMS\***

(ECO 127)

A study of various methods used to solve economic problems. Survey covers various economic systems from the enterprise system as implemented in the United States to the communist variants in the Soviet Union and Communist China.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

### **BUS 130 ORGANIZATIONAL BEHAVIOR**

(HA 130)

An introduction to the study of management theory concerning human behavior in formal organizations. The student is given the opportunity to test theories through the analysis and discussion of a series of case studies.

*Prerequisite:* BUS 100 or HA 481

3 hours a week, 1 semester, 3 credits.

### BUS 150 BUSINESS LAW I

Introduction to legal environment of business. General survey of the legal system court and procedures. Study of the law of contracts, agency, partnership and corporations. The course uses the case and text method.

3 hours a week, 1 semester, 3 credits.

### BUS 151 BUSINESS LAW II

A continuation of Business Law I. Personal property, bailments, sales, commercial paper, creditors' rights, real property, secured transactions and regulations of business.

*Prerequisite:* BUS 150

3 hours a week, 1 semester, 3 credits.

### BUS 152 HUMAN RESOURCES LAW (HA 152)

A study of the legal concepts affecting the employer-employee relationship within organizations. Federal and State statutes/regulations and judicial decisions will be explored as they relate to the following: recruiting, hiring, and placement; compensation; training, promotion, and transfer; discipline and termination; affirmative action; retirement and benefits; performance appraisal; discrimination; safety and health; and unions and collective bargaining.

3 hours a week, 1 semester, 3 credits.

### BUS 161 INTERNATIONAL ECONOMIC PROBLEMS\* (ECO 161)

Survey of current problems covering Common Market, international trade and monetary relations, aid to economic development and various international institutions for the promotion of economic cooperation.

*Prerequisite:* BUS 127

3 hours a week, 1 semester, 3 credits. Fall 1996, 1998. Not offered Brooklyn.

### BUS 200 MARKETING

An examination of the central role of the marketing function in business and the non-profit sectors is undertaken through analysis of cases and a required text.

*Prerequisite:* BUS 100

3 hours a week, 1 semester, 3 credits.

### BUS 202 RETAIL MANAGEMENT (Formerly RETAILING)

Analysis and study of marketing goods and services at retail, investigation of types of retail facilities, impact of chain and discount stores, retailing in shopping centers, specialty stores, non-store retailing, effect of communication arts on retailing.

*Prerequisite:* BUS 200

3 hours a week, 1 semester, 3 credits.

## **BUS 204    MARKETING PROMOTION AND ADVERTISING**

An intensive review and study of the promotion and sale of products or services. Both conceptual and applied approaches to such areas as advertising and public relations are used. The student will be required to develop a report on a promotion plan for a product or service.

*Prerequisite:* BUS 200

3 hours a week, 1 semester, 3 credits.

## **BUS 206    MARKETING RESEARCH**

A study of the various research methodologies used in solving marketing research problems. Includes Research Design and Data Collection Methods (surveys, questionnaire design, sampling) to enable the student to make the best possible decision in exploring solutions to marketing problems and opportunities. A complete Marketing Research report is required.

*Prerequisites:* BUS 200, BUS 222 or equivalent, MAT 151, or BUS 121

3 hours a week, 1 semester, 3 credits.

## **BUS 208    PUBLIC RELATIONS**

The study of Public Relations and its role as a communications and marketing tool. Corporate image, external and internal communications, firms' relationships with various publics explored. Case study analysis and practice in writing press releases and other corporate communications expected.

*Prerequisite:* BUS 200

3 hours a week, 1 semester, 3 credits.

## **BUS 210    CONSUMER MOTIVATION AND BEHAVIOR**

The examination of consumer motivation and behavior employing the disciplines of Anthropology, Psychology and Sociology. Freud, Skinner, McClellan and Maslow's theories are utilized. The purpose of the course is to enable the student to understand what motivates the consumer to buy.

*Prerequisite:* BUS 200

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn.

## **BUS 214    SALES MANAGEMENT**

The importance of managing the creative selling function including tele-marketing missionary sales, prospecting and qualifying prospects, territory management, role ambiguity, evaluating of sales performance, the establishment of standards, and motivating a sales force.

*Prerequisite:* BUS 100, BUS 200

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn.

**BUS 219 PRINCIPLES OF FINANCE**  
(Formerly BUS 125)

A survey of the role of finance in business management. Major areas of study include an examination of financial markets, financial organization of business entities, analysis of budgets, credit, equity, and debit financing, cash flow requirements, break-even analysis, the uses of corporate securities in capitalization and asset management.

*Prerequisite:* BUS 100, ACC 211

3 hours a week, 1 semester, 3 credits.

**BUS 221 LABOR ECONOMICS\***  
(ECO 221)

Analysis of the role of labor in the American economy and of factors which contributed to the changing pattern of industrial relations. Great emphasis on present-day collective bargaining. Discussions include references to current labor issues.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

**BUS 222 STATISTICS**  
(ECO 222)

Collection and tabulation of statistical data. Sampling. Probability. Binomial distribution and the use of the normal curve.

*Prerequisite:* Mathematics 111 or Mathematics 113

3 hours a week, 1 semester, 3 credits.

**BUS 223 MONEY AND BANKING\***  
(ECO 223)

The role of money and credit in our economic system. Commercial banks and Federal Reserve System. International money relations.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

**BUS 225 PRINCIPLES OF INVESTMENTS**

An examination of various facets of investment management. Topics studied include the analysis of equity and debt securities, portfolio construction and management for varying objectives, pooling arrangements such as mutual funds, performance measurement, the functioning of the securities markets, and socially responsible investing.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

**BUS 226 MICROECONOMICS\***  
(ECO 226)

Marginal analysis of demand and supply, of the individual firm, of perfect and imperfect competition.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

## BUS 228 HISTORY OF ECONOMIC THOUGHT\* (ECO 228)

An analysis of major changes in economic thinking; mercantilism, physiocracy, classical school with its Marxist opposition, historical and marginalistic schools, Marshall, institutionalists, Keynes, and present-day trends.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

## BUS 230 HUMAN RESOURCES MANAGEMENT (HA 230)

A review of the theory of the effective management of human resources. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining. The course utilizes the case method supplemented with an assigned text.

*Prerequisite:* BUS 100 or HA 481

3 hours a week, 1 semester, 3 credits.

## BUS 232 LABOR RELATIONS (Formerly COLLECTIVE BARGAINING)

A study of organized labor and its impact on the firm's management and business strategy. Active student participation is expected in the discussion of the collective bargaining process and the issues arising from the creation and administration of the collective bargaining agreement. The rights of management in directing the workforce versus the rights of employees as expressed in the contract are explored. Selected cases involving such issues as technological change, job assignments, wage structure, grievance procedure, production standards, and arbitration will be utilized.

*Prerequisite:* BUS 230

3 hours a week, 1 semester, 3 credits.

## BUS 262 GOVERNMENT REGULATION OF BUSINESS

A study of government regulation of business under Federal and state laws. Particular attention is paid to anti-trust laws, restraint of trade, monopolies, mergers, wages and price controls. Regulations which apply to industries such as utilities, energy, communications, transportation are analyzed. In addition, government intervention in business under FDA, NATSA and OSHA regulations is discussed and how they affect business decisions. The course uses the text and case method.

*Prerequisites:* BUS 150 and BUS 151

3 hours a week, 1 semester, 3 credits.

## BUS 263 REAL PROPERTY LAW

A study of contemporary issues involving real property and the law. Land use, zoning, public "taking" of private property, programs for housing needs of young people, senior citizens, homeless, liability of land owners, landlords and tenants, real estate development, rights of the community vs. rights of private ownership, environmental issues and their effect on land use and development.

*Prerequisite:* BUS 151

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn.

## BUS 264 BUSINESS LAW FOR PUBLIC ACCOUNTANTS

An intensive review of the law of contracts, sales, negotiable investments, partnerships, corporations, secured transactions, real property, personal property, will and estates.

*Prerequisite:* BUS 151

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn.

## BUS 275 INTERNATIONAL BUSINESS

A study of the opportunities and conditions including particular problems that are part of doing business in foreign countries. Particular attention is given to environmental factors, concepts and practices of world business institutions, multi-national corporations, international financing implications of foreign exchange, risks and advantages in dealing with foreign currencies, marketing strategies in dealing with particular cultures and economic and social issues that affect business decision-making in foreign countries.

*Prerequisite:* BUS 100, BUS 120

3 hours a week, 1 semester, 3 credits.

## BUS 280 PRINCIPLES OF INSURANCE

Principles of insurance in property, liability, life and health care. Topics covered include risk management and insurance concepts, marketing, underwriting of insurance policies as well as industry structure and regulatory environment.

*Prerequisites:* Business 150, Business 151

3 hours a week, 1 semester, 3 credits. Fall and Spring

## BUS 324 ADVANCED MANAGERIAL FINANCE (Formerly BUS 224)

This course examines in detail the cost of capital, leverage, dividend policy, management of working capital, long term financing and expansion or failure of corporations.

*Prerequisite:* BUS 219

3 hours a week, 1 semester, 3 credits.

## BUS 330 COMPENSATION AND BENEFITS MANAGEMENT

This course provides up-to-date research and a strategic orientation of compensation administration. A practical approach not only defines the development of a compensation system, but also provides the "whys" at every decision point. Topics include: pay structures, pay levels, job

analysis, job evaluation and design, employee benefits, compensations surveys, government compliance, executive and incentive compensation, performance and compensation.

*Prerequisite:* Business 230

3 hours a week, 1 semester, 3 credits. Fall

## BUS 362 INTERNSHIP IN BUSINESS

A course designed to give an upper Business Major the opportunity to experience a formal business environment as an application of the principles studied in the various business disciplines. A member of the Business Faculty will plan the program with the student, supervise its implementation and relate to the representative of the business firm acting as liaison. No reenumeration will be accepted by the student.

*Prerequisite:* Student must be a junior or senior business or accounting major with an average of 3.3. Permission of the department chairperson is required. Internship will be offered upon request.

1 semester, 3 credits.

## BUS 370 ADVANCED HUMAN RESOURCES MANAGEMENT (HA 370)

This course is designed to analyze and explore current issues of significance related to the utilization and development of personnel. Students will be directed to undertake case studies on selected topics from the following areas: planning and staffing, performance appraisal and evaluation, training and development, labor relations and personnel law, and quality of worklife. Where appropriate, cases and investigations will be regionally based.

*Prerequisites:* BUS 230, and either BUS 232 or BUS 152

3 hours a week, 1 semester, 3 credits.

## BUS 376 PRODUCTION MANAGEMENT

A study of the nature of manufacturing and production activity, coordination of sales and manufacturing programs. Analysis of the most economical means of processing and the importance of automation.

*Prerequisites:* BUS 100, BUS 200

3 hours a week, 1 semester, 3 credits.

## BUS 471 RESEARCH SEMINAR IN MANAGEMENT OF HUMAN RESOURCES\*

A capstone research course for students pursuing the Management of Human Resources major, it is designed to permit students to do an investigation into an area of their interest. Students are expected to employ research methodologies in the preparation of a paper.

*For students pursuing degrees in Management of Human Resources or in General Studies with Management or Human Resource Certificates.*

*Prerequisites:* BUS 100, MAT 151, ENG 103

3 hours a week, 1 semester, 3 credits.

## **Accounting Course Offerings**

### **ACC 110 PRINCIPLES OF ACCOUNTING**

A study of accounting principles to enable the student to understand the preparation of financial statements. The course covers a study of the accounting cycle, the recording process, accounting systems and controls. The course will require the preparation of a practice set in addition to the assigned problems.

3 hours a week, 1 semester, 3 credits.

### **ACC 211 FINANCIAL ACCOUNTING**

A study of accounting principles as they apply to corporations, branch operations, and not-for-profit entities. The course also covers fund statements and cash flow, budgeting, analysis of financial statements, and partnership accounting.

*Prerequisite:* ACC 110

3 hours a week, 1 semester, 3 credits.

### **ACC 212 INTERMEDIATE ACCOUNTING I**

The underlying concepts and principles of financial accounting; interpretation and application of the pronouncements of accounting bodies such as FASB, AICPA, SEC, and CASB.

*Prerequisite:* ACC 211

3 hours a week, 1 semester, 3 credits.

### **ACC 213 INTERMEDIATE ACCOUNTING II**

A continuation of Intermediate Accounting I emphasizing a critical study of current accounting theory and analysis of financial statements, long term liabilities, paid-in capital, retained earnings, and reserves.

*Prerequisite:* ACC 212

3 hours a week, 1 semester, 3 credits.

### **ACC 215 PRINCIPLES OF FEDERAL TAXATION**

A study of the Federal Revenue system, tax statutes, and the preparation of individual tax returns. The Internal Revenue Code and regulations along with court decisions are studied with particular attention as to how tax planning for individuals is affected. The case problem method is used, with the objective that the student be trained to cope with the tax problems encountered by an individual.

*Prerequisites:* ACC 213

3 hours a week, 1 semester, 3 credits.

### **ACC 216 ADVANCED FEDERAL AND STATE INCOME TAXES**

A study of Federal tax statutes and the preparation of partnership, corporation, estate, gift and trust returns. A study of securities transactions, pension and profit sharing plans, stock options and foreign income taxation. The case problem method is used with the object that the student be trained to cope with the tax problems of business.

*Prerequisite:* ACC 215

3 hours a week, 1 semester, 3 credits.

## ACC 220 FINANCIAL STATEMENT ANALYSIS

This course enables the student to use accounting tools and presentations learned in prior courses in order to assess the past and present financial condition, operating results, and future needs of the business enterprise. Emphasis is placed upon ratio and trend analysis for the detection and interpretation of problem areas of the business. A term project requires the qualitative and quantitative analysis of a published financial statement.

*Prerequisite:* ACC 110, ACC 211, BUS 219

3 hours a week, 1 semester, 3 credits. Fall and Spring

## ACC 240 ADVANCED ACCOUNTING

A study of advanced accounting problems in areas such as consolidations, corporate merger and acquisitions, international accounting and foreign operations, liquidation of partnerships and fiduciary accounting.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits.

## ACC 241 COST ACCOUNTING

To familiarize the student with production and process cost accounting systems. Includes studies in job cost, process cost, and standard cost systems. Cost behavior and cost-volume-profit analysis is studied along with budgeting and cost finding tools and techniques.

*Prerequisites:* ACC 211

3 hours a week, 1 semester, 3 credits.

## ACC 245 ACCOUNTING FOR GOVERNMENT AND NON-PROFIT ORGANIZATIONS

The study of the financial reports of government and non-profit institutions. Particular attention to the accounting standards and practices underlying the preparation and presentation of financial statements for non-profit organizations.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn.

## ACC 317 PRINCIPLES OF AUDITING

An introduction to generally accepted auditing standards adopted by AICPA and releases by the Securities and Exchange Commission in conjunction with an expression of an opinion by independent public accountants. Attention to the ethics of the profession of public accounting and the study of internal control.

*Prerequisite:* ACC 240

3 hours a week, 1 semester, 3 credits.

## ACC 318 ACCOUNTING THEORY AND CURRENT ACCOUNTING DEVELOPMENTS

An analysis of current accounting theory and literature. Particular attention to recent accounting publications as applied to various industries.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits.

### ACC 319 ACCOUNTING PROBLEMS

Capstone course in accounting which includes a study of recent CPA examination problems. Emphasis on problems in consolidations, partnerships, corporate mergers and fiduciary and not-for-profit accounting, job and process cost problems, and managerial controls and budgeting.

*Prerequisite:* ACC 318

3 hours a week, 1 semester, 3 credits.

### ACC 320 ACCOUNTING INFORMATION SYSTEMS AND E.D.P. AUDITING

A study of the application of computers in auditing. Analysis of the E.D.P. function and computer controls that should exist in an organization.

*Prerequisites:* COM 140, ACC 217

3 hours a week, 1 semester, 3 credits.

### ACC 321 S.E.C. FINANCIAL ACCOUNTING AND REPORTING

This course will provide an understanding of S.E.C. requirements regarding accounting, auditing and financial disclosure. The content of financial statements and reports which are required to be filed with the S.E.C. will be studied.

*Prerequisite:* ACC 318

3 hours a week, 1 semester, 3 credits.

### ***Computer Course Offerings***

*(See College of Arts and Sciences catalogue for additional computer courses listings.)*

### COM 110 COMPUTER LITERACY\*

Designed to serve as an introduction to the field of computing, this course is intended for those students who have had little or no experience with computers. Starting with the history of mechanized computation, this course includes the notions of operating system, hardware, software, computer communications, graphics, CAD/CAM and other topics.

3 hours a week, 1 semester, 3 credits.

### COM 140 MICROCOMPUTER APPLICATIONS

This course is designed as an introductory course to provide background necessary for the effective use of microcomputers. The emphasis is on the major applications of microcomputers: word processing, relational databases, spreadsheets. The course includes "hands-on" experience with common applications software. No previous computer related experience is necessary.

3 hours a week, 1 semester, 3 credits.

## COM 141 MICROCOMPUTER APPLICATIONS II

This course is intended for students from all disciplines. It will develop intermediate and advanced wordprocessing, spreadsheet and database techniques, including macros, report generation, database queries, importing and exporting files, address-books, labels, graphics, and table manipulation.

*Prerequisite:* COM 140 or equivalent, or departmental approval.

3 hours a week, 1 semester, 3 credits.

## COM 150 INTRODUCTION TO COMPUTERS\*

This course offers a basic introduction to computer hardware and software. Elementary programming techniques will be taught using structured BASIC. Emphasis will be on problem solving using the computer.

*There are no prerequisites.*

3 hours a week, 1 semester, 3 credits.

## COM 152 COMPUTER PROGRAMMING\*

This course introduces the student to the concepts underlying computer science and programming such as: abstraction, analysis and modularity. Emphasis will be on algorithm development and the use of structured program design techniques (sequence, loop and decision) in solving problems. The syntax and semantics of a higher-level language (e.g. PASCAL) will be introduced and used to develop programs. Searching, sorting and recursive algorithms will be introduced. (Corresponds to ACM CS1)

*Prerequisite:* COM 110 or COM 140 or COM 150 or departmental approval.

3 hours a week, 1 semester, 3 credits.

## COM 200 COMPUTER SCIENCE: AN OVERVIEW

For students from all disciplines. Topics include: computer organization, information representation in digital computers; data abstraction and data structures such as trees, lists and stacks; algorithm development and analysis; programming languages; hardware and software systems; information processing and database concepts; computer technology and society.

*Prerequisite:* Introductory Level Programming Course.

3 hours a week, 1 semester, 3 credits.

## COM 210 ALGORITHMS AND DATA STRUCTURES

This course explores specific classes of problems and their solutions. Fundamental questions concerning computational complexity, data storage and access, space/time bounds, optimal algorithms and data structures including lists, queues, and trees are addressed. Algorithms for important classes of problems such as searching, sorting, and pattern matching will be designed, implemented and tested in a laboratory environment. (Corresponds to ACM CS2).

*Prerequisites:* COM 152 and MAT 203

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn

## COM 248 NUMERICAL ANALYSIS AND DIGITAL COMPUTERS

Primarily for students in mathematics, physical and social sciences. Included topics are basic concepts of numerical analysis, finite differences, numerical solutions of systems of linear equations, approximation and interpolation of functions, statistical methods, quick review of FORTRAN and problems assigned for computer solution.

*Prerequisites:* COM 152

3 hours a week, 1 semester, 3 credits. Not offered Patchogue

## COM 249 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE

This course is designed for the student who wishes to study the relationships between microprocessors, the computer's architecture, and machine and higher level languages. Most concepts will be illustrated using the IBM P.C. assembly language.

*Prerequisites:* at least one high level language (e.g., BASIC, COBOL, FORTRAN)

3 hours a week, 1 semester, 3 credits.

## COM 286 BUSINESS PROGRAMMING I

(BUS 286)

This course will deal with business applications of the computer such as financial reporting, inventory analysis, modeling and forecasting. COBOL will be used with emphasis on file construction and data retrieval.

*Prerequisite:* An introductory computer course

3 hours a week, 1 semester, 3 credits.

## COM 288 BUSINESS SYSTEMS AND DESIGN

(BUS 288)

The design and development of information systems for a business environment. Topics will include analysis of information flow, design of business systems, specifications, equipment selection, and file organization. Detailed steps for each phase of the design will be related to business applications on a full scale computer system.

*Prerequisite:* Any introductory computer course

3 hours a week, 1 semester, 3 credits.

## COM 360 COMPUTER COMMUNICATIONS AND NETWORKING

The Open System Interconnection (OSI) model provides the theoretical basis for the study of computer communications. Topics include the physical transmission of data, communication protocols and architecture, network addressing, services and applications such as file transfer (ftp), telnet, and e-mail. Topologies, design and implementation issues involved in LANs, WANs and internetworking will be explored.

*Prerequisites:* COM 249 and COM 310 with a minimum grade of C-.

3 hours a week, 1 semester, 3 credits.

## COM 370 OBJECT ORIENTED PROGRAMMING

This course explores the features of object oriented programming (OOP); its historical evolution, theory, and implementation in modern programming languages. The concepts of objects, inheritance and polymorphism and their application to abstract data types will be examined, as will their effect on information binding and execution speed. Static and dynamic objects, destructors and OOP's role in the development of graphic user interfaces (GUI) will be studied. Students will implement the concepts by completing several projects using an object oriented language such as Turbo Pascal or C++.

*Prerequisite:* COM 210 completed with a grade of C- or higher.

3 hours a week, 1 semester, 3 credits. Fall 1995, 1997

## ADDITIONAL PROGRAMS

### BACHELOR OF SCIENCE IN GENERAL STUDIES

The Bachelor of Science in General Studies offers adults with nontraditional academic backgrounds, as well as those who have had previous college coursework, an opportunity to attain a bachelor's degree through a flexible course of study.

Personalized advisement is the key to this approach. With the assistance and guidance of a trained advisor, students design a program around their strengths, experiences, and aspirations, drawing from the various courses of the College. Many adults pursuing a career change appreciate the flexibility of this degree and continue on to pursue graduate degree programs. Of the 128 credits required for the degree, at least 60 must be in the liberal arts.

## CERTIFICATE PROGRAMS

### ***Application Procedures***

The certificates offered through the Division of General Studies have been designed to meet specific needs of adult professionals. An applicant wishing to pursue a degree or certificate program within the Division of General Studies must be an adult with a high school diploma or its equivalent and be deemed capable of completing the requirements for the degree or certificate. In addition to having met the general admission requirements of the Division, students typically have postsecondary education and training and have acquired, through experience, the skills and knowledge appropriate to the degree or certificate. Exceptions to this are made with the approval of the Dean. Additional requirements for majors or certificate programs are indicated in the ***Curricular Offerings*** section of this catalogue. A brief writing exercise may be required of applicants.

### ***Conditional Acceptance***

This is a special category of admission for an applicant who has satisfied the requirements to pursue a certificate *but* needs academic skill development. A person in this category will be required to take ENG 102 Basic Writing Skills and GS 401 Problem Solving for Professionals in addition to the courses required for the certificate. The English and Problem Solving courses must be satisfactorily completed before registering for the third certificate course. This English course is offered only at the Brooklyn and Suffolk Campuses. Conditional students must have a 2.0 average before being permitted to take more than 12 hours of coursework at the College. Conditional students must meet with an advisor who will determine the course sequence of the certificate program. (See the ***Admissions and Finances*** section of this catalogue.)

### ***Practicum Policies***

For several of the certificate programs, a supervised practicum is required. Students wishing to participate in one of these practicums (as well as CHA 466 Practicum in the Health Field, which is not part of a cer-

tificate program) are required to submit an application and faculty recommendation(s) to insure that such students are at a point of academic and personal readiness. These materials will be reviewed by the Practicum Coordinator and/or the Department Chairperson. Applications for practicums and faculty recommendation forms are available from the Practicum Coordinator and/or the Department Chairperson. Applications must be filed prior to the date in the schedule of classes indicated as "the last date to register without late registration fee."

In order to be considered for a certificate practicum, students must, in addition, have completed all of the courses in the certificate program. Exceptions to this will require approval by the Practicum Coordinator and/or the Department Chairperson in consultation with the Dean. Students who, as a result of the application and recommendation process, are denied permission to participate in a practicum will not meet the requirements of the certificate program. The decision to deny participation will be made by the Practicum Coordinator and/or the Department Chairperson in consultation with the faculty member(s) who wrote the recommendation(s). When this is one and the same person, that person will consult with an additional faculty member appropriate to the certificate.

Students denied placement in a practicum may appeal this decision to the Dean. The Dean will endeavor to resolve the matter informally, and may consult with additional faculty members regarding the appropriateness of the decision. If the student is not satisfied with the decision rendered by the Dean, the student may submit a written request for a hearing. The hearing will be held within ten school days of receipt of the request. The decision rendered after the hearing will be final.

The College will make every effort to place qualified students to insure successful learning experiences. The College, however, will not be held responsible for problems which result from students who fail to cooperate in arranging satisfactory practicums or from students who do not perform up to the standards of the participating agency or of the College.

Students who are unable to work out satisfactory placements may have the situation reviewed by the Dean. Students who are asked to withdraw from the practicum may appeal the decision to the Dean. If that decision is not satisfactory, the student may request a hearing as noted above.

Depending upon the certificate and requirements of the agency/facility, students may be required to be covered by malpractice insurance or to sign a waiver, holding harmless both St. Joseph's College and the facility hosting the practicum. Students refusing to comply with this requirement will not be admitted to the practicum.

### ***Certificates within B.S. Degrees***

Students who are pursuing a certificate as part of their degree program are encouraged to plan ahead to insure that the certificate coursework is taken in advance of completion of the degree requirements. Inasmuch as not all courses are offered every semester and/or at times convenient to students' schedules, the College cannot be held responsible for guaranteeing certificate courses to graduating seniors. It is the responsibility of students to plan their programs carefully and take required coursework

when it is offered. Students are reminded that satisfying the requirements for the major and the degree are of greater importance than completing a certificate program. In instances where graduating seniors need a course(s) for a certificate, they may return after graduation and complete the coursework at that time.

### ***Grades***

Courses for certificates may not be taken on a Pass/No Credit basis. A cumulative index of a 2.0 with a grade of B or better in the practicum is required for certificates. Students who earn less than a grade of B will not typically be permitted to retake a practicum and will, therefore, not satisfy the requirements for the certificate. Exceptions to this will require approval by the Practicum Coordinator and/or the Department Chairperson in consultation with the Dean. Students who earn below a B in CHS 470 Practicum in Alcoholism and Addictions Counseling I may not register for CHS 471 Practicum in Alcoholism and Addictions Counseling II.

### ***Official Records/Fees***

Certificates will not be issued until all official records have been received by the College. There is a certificate fee of \$10 due for each certificate completed. (See the **Tuition and Fees** section of this catalogue.)

## ***Certificate in Alcoholism and Addictions Counseling***

This 24 credit certificate is designed to prepare health, human services, and human resources practitioners to provide counseling and referral services to persons affected by alcoholism, drug abuse and dependency.

Courses taken for the Certificate in Alcoholism and Addictions Counseling may be applied toward the B.S. degrees in Community Health and Human Services, Health Administration, Management of Human Resources, or General Studies.

St. Joseph's College has been granted Education/Training Provider status (#ED 0016 AL) by the NYS Office of Alcoholism and Substance Abuse Services Academy of Addictions Studies for the purposes of the Credentialed Alcoholism Counselor (CAC) examination process. The alcoholism and addictions courses contained in the St. Joseph's College 24 credit Certificate in Alcoholism and Addictions Counseling have been reviewed as appropriate for satisfying the 250 hour "alcohol specific" requirement. The Academy of Addiction Studies has also identified additional St. Joseph's College courses as appropriate for satisfying the 200 hour "clearly relevant" education requirement. For current information on the certificate, consult with an advisor.

<i>Required Courses for Certificate</i>		<i>24 credits</i>
CHS 411	Alcoholism	3
CHS 412	Addictions and Dependencies	3
CHS 419	Alcoholism and Addictions in the Family and Society	3
CHS 444	Principles of Alcoholism and Addictions Counseling	3
CHS 445	Alcoholism and Addictions Evaluation and Treatment Planning	3
CHS470	Practicum in Alcoholism and Addictions Counseling I	3
CHS 471	Practicum in Alcoholism and Addictions Counseling II	3
ENG 103	Writing for Effective Communication	3

*(A minimum of 15 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. Students who earn below a B in CHS 470 may not register for CHS 471. Approval required to take CHS 470 and CHS 471 concurrently. A cumulative index of 2.0 with a grade of B or better in the practicums is required for the certificate.)*

## ***Certificate in Counseling***

This 12 credit certificate is designed to enable Health and Human Services practitioners to apply essential counseling theory and techniques to meet client needs in a variety of institutional settings.

Courses taken for the Certificate in Counseling may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

### ***Required Courses for Certificate*** ***9 credits***

CHS 440	Principles of Counseling
CHS 441	Counseling Techniques
CHS 443	Mental Health and Crisis Intervention

### ***Elective Courses for Certificate*** ***3 credits***

*Choose one of the following:*

CHS 230	Emotional Disturbance in Children and Youth
CHS 231	Child Abuse and Neglect
CHS 409	Psychological Factors in Health and Disease
CHS 411	Alcoholism
CHS 412	Addictions and Dependencies
CHS 442	Family Counseling

### ***Total Required for Certificate*** ***12 credits***

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate in Criminology/Criminal Justice***

The program is geared towards students interested in the field of criminal justice. Students will receive both theoretical and practical exposure to the system, and will develop widely applicable skills in research design and data analysis.

### ***Required Courses for Certificate***

***24 credits***

SOC 100	Introductory Sociology
SOC 158	Criminal Justice Administration
POL 203	Political and Civil Rights
SOC 243	Criminology
SOC 244	Sociology of Corrections
SOC 347	Sociological Theory
SOC 348	Research Methods +
SOC 350	Applied Statistics (or equivalent) +

+Community Health and Human Services, Health Administration, and Management of Human Resources students may substitute their required research seminar and statistics courses for SOC 348 and SOC 350.

*(The minimum number of credits toward this certificate which must be taken at St. Joseph's College will be determined by the department; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate in Data and Information Processing***

This 12 credit certificate is designed to provide an introduction to the computer and its applications. Specifically, students will learn common uses of the microprocessor such as word processing, will develop essential programming skills, and will apply this knowledge to frequently encountered tasks within their professional areas.

Courses for the Certificate in Data and Information Processing may be applied toward the B.S. in Management of Human Resources, Business Administration\*, General Studies, or the 27 credit Certificate in Management.

### ***Required Courses for Certificate***

***6 credits***

COM 110	Computer Literacy
or	
COM 150	Introduction to Computers (or equivalent)
COM 140	Microcomputer Applications (Formerly COM 284)

### ***Elective Courses for Certificate***

***6 credits***

COM 141	Microprocessor Applications II
COM 152	Computer Programming
COM 200	Computer Science: An Overview
COM 286	Business Programming I
(BUS 286)	
COM 288	Business Systems and Design
(BUS 288)	

Other Computer Science courses may be used to satisfy the elective requirement.

### ***Total Required for Certificate***

***12 credits***

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College—exceptions would require departmental approval; a cumulative index of 2.0 is required for the certificate.)*

*\*Available through the College of Arts and Sciences*

## ***Certificate in Gerontology***

Designed for adults pursuing various careers in aging, this 12 credit certificate will provide gerontological knowledge essential to understanding and serving an older clientele. This certificate is particularly well suited for health practitioners who wish to redirect or focus their skills to meet the needs of an aging population.

Courses taken for the Certificate in Gerontology may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

### ***Required Courses for Certificate***

*Choose one of the following:* ***3 credits***

CHS 451            Gerontology

REC 276           Gerontology

*Choose one of the following:* ***3 credits***

CH 453            Psychology of Aging

PSY 230           Adult Development and Aging

### ***Elective Courses for Certificate***

*Chose one of the following:* ***3 credits***

CHA 456           Programs and Resources in Aging

HA 486            Long Term Health Care Administration

RS 145            Theology of Death and Dying

CHS 449           Death and Dying

### ***Required Gerontological Field/Clinical Experience***

*Choose one of the following:*

CHA 459           Practicum in Gerontology

REC 482           Community Field Experience I

PSY 370           Introduction to Clinical Psychology

***Total Required for Certificate*** ***12 credits***

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicums is required for the certificate.)*

## ***Certificate in Health Care Management***

A focused course of study aimed at improving management in the health care area, this 15 credit certificate will provide practitioners with general management principles and will promote financial effectiveness, increased productivity, strategic planning, and quality improvement. There are two components to the certificate program. The first is comprised of four required courses essential to managing the complex health care field. The second component permits students to select an additional related course best suited to individual needs.

Courses taken for the Health Care Management Certificate may be applied toward the B.S. degrees in Health Administration, Community Health and Human Services, or in General Studies.

### *Required Courses for Certificate* *12 credits*

HA 481	Health Care Management
CHA 430	Health Care Delivery System
CHA 489	Comprehensive Health Planning
HA 497	Financial Management in Health Care Institutions

### *Elective Courses for Certificate* *3 credits*

CHA 435	Continuous Quality Improvement
or	
HA 485	Productivity and Evaluation in Health Care

### *Total Required for Certificate* *15 credits*

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate in Health Instruction***

This 12 credit certificate is designed to provide health practitioners with the skills and knowledge necessary to plan, implement, and evaluate health education programs for health consumers in the hospital and in the community.

Courses taken for the Certificate in Health Instruction may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

(Note: This certificate program should not be confused with teacher certification by the New York State Education Department.)

### ***Required Courses for Certificate***

***12 credits***

SPC 102	Speech Communication
CHS 420	Health Education
CHS 434	Family Health
CHS 467	Practicum in Health Instruction

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)*

## ***Certificate in Home Care Administration***

This 18 credit certificate is designed to enable health and human services practitioners to direct their institutionally based skills into the rapidly expanding area of home care administration. Drawing heavily on the College's registered B.S. degree in Community Health and Human Services and B.S. degree in Health Administration, this program will respond directly to the acute need for trained administrative personnel in the most rapidly growing area of health care today — home care.

Courses taken for the Certificate in Home Care Administration may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

### ***Required Courses for Certificate***

***18 credits***

CHA 430	Health Care Delivery System
CHA 437	Home Care Administration
CHA 456	Programs and Resources in Aging
HA 481	Health Care Management
CHA 484	Legal Aspects of Health Care
HA 497	Financial Management in Health Care Institutions

*(A minimum of 15 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate in Hospice***

This 15 credit certificate is designed to provide a focused course of study for health and human services practitioners who intend to pursue a career path or perform volunteer duties in a hospice environment. The courses of this certificate will present students with the skills and knowledge necessary to provide hospice services relevant to their professional concentration in both inpatient and home care hospice settings. There are two components to this certificate program. The first is composed of three required courses and one elective course intended to provide essential knowledge and skills in the areas of death and dying, hospice fundamentals, and crisis intervention. By selecting an appropriate elective, students will be able to direct their learning to best suit their personal and professional goals. The second component of the certificate provides students with the opportunity to apply this knowledge through actual field experience in hospice.

### ***Required Courses for Certificate***

***12 credits***

CHA 438	Hospice Concepts
CHS 443	Mental Health and Crisis Intervention
CHS 449	Death and Dying
CHA 439	Practicum in the Hospice Field

### ***Elective Courses for Certificate***

***3 credits***

Choose one of the following:

CHS 409	Psychological Factors in Health and Disease
CHS 434	Family Health
CHA 437	Home Care Administration

### ***Total Required for Certificate***

***15 credits***

*Courses taken for the Certificate in Hospice may be applied toward the B.S. in Community Health and Human Services, Health Administration or General Studies.*

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)*

## ***Certificate in Human Resources***

This 15 credit Certificate in Human Resources has as its purpose the successful management of human resources in support of organizational effectiveness. It is designed to provide specialized study of such personnel management activities as work analysis, staffing, training and development, employee appraisal, compensation, enhancement of work environment, and personnel law and labor relations.

Courses taken for the Human Resources Certificate may be applied toward the B.S. in Management of Human Resources, Business Administration\*, General Studies, or Health Administration.

### ***Required Courses for Certificate***

***15 credits***

BUS 100	Process of Management
or	
HA 481	Health Care Management
BUS/HA 130	Organizational Behavior
BUS/HA 152	Human Resources Law
or	
BUS 232	Labor Relations
BUS/HA 230	Human Resources Management
BUS/HA 370	Advanced Human Resources Management

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate. Students may earn either the Certificate in Human Resources or the Certificate in Management, but not both.)*

*\*Available through the College of Arts and Sciences.*

## ***Certificate in Leadership and Supervision***

With the option of a business or health emphasis, this 12 credit certificate is designed to improve supervisory and managerial effectiveness. Through selected courses and a case-study orientation, the participants will learn to apply prominent theories and practices in employee management and development to commonly encountered problems and situations.

Courses taken for the Certificate in Leadership and Supervision may be applied toward the B.S. in Management of Human Resources, Community Health and Human Services, Health Administration, General Studies, Business Administration\*, the 15 credit Certificate in Human Resources, or the 27 credit Certificate in Management.

### *Required Courses for Certificate*

*9 credits*

BUS 100	Process of Management
or	
HA 481	Health Care Management

BUS/HA 130	Organizational Behavior
BUS/HA 230	Human Resources Management

### *Elective Courses for Certificate - select one course*

*3 credits*

GS 401	Problem Solving for Professionals
BUS/HA 152	Human Resources Law
BUS 221	Labor Economics
BUS 232	Labor Relations
PSY 280	Industrial Psychology

### *Total Required for Certificate*

*12 credits*

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

*\*Available through the College of Arts and Sciences.*

## ***Certificate in Management***

This 27 credit certificate has been designed to educate adults for the management of organizations in the business, non-profit, or public sector; the latter includes the operations of the Federal, state, and local government.

Courses taken for the Management Certificate may be applied toward the B.S. in Management of Human Resources, General Studies, Business Administration\*, or Health Administration.

### ***Required Courses for the Certificate***

***18 credits***

BUS 100	Process of Management
-or-	
HA 481	Health Care Management
ACC 110	Principles of Accounting
BUS/HA 130	Organizational Behavior
BUS/HA 230	Human Resources Management
ENG 103	Writing for Effective Communication (or ENG 102 Basic Writing Skills, ENG 109 Analytical Writing, or ENG 110 Communication for Professionals)
COM 110	Computer Literacy
-or-	
COM 140	Microcomputer Applications
-or-	
COM 150	Introduction to Computers

### ***Elective Courses for Certificate***

***9 credits***

Nine credits to be taken from Business Administration courses or from the following: GS 401, GS 402, MAT 151, MAT 200, MAT 201, PHI 160, PHI 268, COM 286, COM 288.

### ***Total required for Certificate***

***27 credits***

*(A minimum of 21 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate. Students may earn either the Certificate in Management or the Certificate in Human Resources, but not both.)*

*\*Available through the College of Arts and Sciences.*

***Certificate in Training and Staff Development***  
***(Formerly Certificate in Health Staff Development)***

This 12 credit certificate is designed to prepare practitioners to plan, implement, and evaluate education and training programs in a variety of institutional settings.

Courses taken for the Certificate in Training and Staff Development may be applied toward the B.S. in Community Health and Human Services, Health Administration, or General Studies.

***Required Courses for Certificate***

***12 credits***

SPC 102	Speech Communication
CHA/GS 423	Principles of Training and Staff Development
CHA/GS 424	Training and Development Techniques
CHA/GS 468	Practicum in Training and Staff Development

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College. Approval is necessary before registering for the practicum. A cumulative index of 2.0 with a grade of B or better in the practicum is required for the certificate.)*

## **Additional Course Offerings**

In addition to the courses listed below, the College of Arts and Sciences offers an array of liberal arts and other courses. For these, consult the Arts and Sciences Catalogue.

*The following courses will be offered during either the 1995-96 or the 1996-97 academic year in the Fall, Spring and/or Summer semesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information, including the Suffolk Campus Weekend College Trimester Program. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

### **ENG 100 ANALYTICAL READING\*** (Formerly GS 125)

An intensive analysis of the skills necessary for critical reading and for the analysis of the structure of the paragraph and essay. Within the context of examining the life experience of the adult learner, study skills are reinforced.

3 hours a week, 1 semester, 3 credits. Pass/No Credit. Not offered Suffolk.

### **ENG 102 BASIC WRITING SKILLS\***

Geared to the needs of the professional, this course is an introduction to the basic principles of effective writing. Special attention is given to spelling, punctuation, tenses, cases, agreement, subordination, categorization, and modification. Idiomatic expression, vocabulary development, dictionary skills, sentence structure, and paragraph construction are stressed. Competence in all these areas is required.

3 hours a week, 1 semester, 3 credits. Not offered Suffolk.

### **ENG 103 WRITING FOR EFFECTIVE COMMUNICATION\***

Analysis and application of the principles of effective writing. Skill development in the performance of various writing tasks with attention to business communication. Research techniques also implemented.

(To be completed within first 18 credits of program.)

3 hours a week, 1 semester, 3 credits.

### **ENG 109 ANALYTICAL WRITING**

This course will emphasize the identification of the "inner structure" in the written word - our own and others. By attending not only to rules, grammar, style and usage, but also to the reasoning behind the written word, students will refine their ability to critique and write texts.

3 hours a week, 1 semester, 3 credits.

## ENG 110 COMMUNICATION FOR PROFESSIONALS\*

This course is designed to provide students with communication theories and proficiencies needed in professional organizations. Students will study the structural principles of this type of communication and its specialized writing techniques and formats, strengthen critical and editing skills, polish grammar and vocabulary, examine verbal and non-verbal communication modes, develop expertise in speaking and listening effectively.

3 hours a week, 1 semester, 3 credits.

## GS 110 PORTFOLIO AND CAREER DEVELOPMENT SEMINAR

A course designed to facilitate the assessment of prior learning for the purpose of composing and constructing an experiential portfolio. The assessment process consists of individualized exercises designed to help the student identify acquired skills and competencies and culminates in relating these to coursework as well as to career goals. Emphasis is placed on career planning, exploration, and development. This course is required of all students seeking prior experiential learning assessment credit. Students must take the GS 110 Portfolio and Career Development Seminar before their last semester. In order to register for the Seminar, students must be fully matriculated, have earned 36 credits toward their program at St. Joseph's or elsewhere, have attained a 2.0 index, have met with a P.E.L.A. advisor, and have obtained the advisor's written approval. The P.E.L.A. Coordinator reserves the right to limit students' programs during the semester in which the students are enrolled in the Seminar.

*Prerequisite:* ENG 103

3 hours a week, 1 semester, 3 credits. Pass/No Credit.

## GS 400 ADULTS IN TRANSITION\*

Designed for adults, this seminar has two interrelated goals: 1) to provide the opportunity for self-exploration and understanding, and 2) to support the development of a life, career, and educational plan. Selected readings and exercises will focus on adult issues such as adult development through the life cycle, transitions, career exploration and development, life pattern differences between men and women, values, and the creation of meaningful, realistic personal goals.

3 hours a week, 1 semester, 3 credits. Pass/No Credit.

## GS 401 PROBLEM SOLVING FOR PROFESSIONALS\*

This course focuses on the methodology of problem solving. Emphasis is placed on the application of various problem-solving models to life experience problems as well as to professional problems. Students will be asked to contribute problems from their own experience for analysis.

3 hours a week, 1 semester, 3 credits.

## GS 402 CRITICAL THINKING FOR PROFESSIONALS\*

The goal of this course is to teach students the analytical skills necessary for the assessment and evaluation of arguments, reports, newspaper articles, and editorials as well as the application of these skills to the decision-making process attending their professional activities.

3 hours a week, 1 semester, 3 credits.

GS 404      ADMINISTRATION AND THE LIBERAL ARTS\*  
(HA 404)

This course, designed for management and health administration majors, focuses on the relationship between the liberal arts and the issues related to administration. With perspectives provided by the social sciences and the arts and humanities, this course explores the rise of the management dynamic; the growth of technology and industrial power; administrative styles; the effect of corporate and organizational life on the individual and society; the conflict between power and responsibility.

(Suggested antecedent course; BUS 100 or HA 481)

3 hours a week, 1 semester, 3 credits.

MAT 113      ELEMENTARY FUNCTIONS: PRECALCULUS\*

Sets and relations; algebra of functions; polynomial, rational, exponential, circular functions and their graphs; roots and graphs of equations; asymptotes and limits; area functions. Designed for those who intend to go on to a calculus course.

*Prerequisite:* 11th year mathematics or equivalent.

3 hours a week, 1 semester, 3 credits.

MAT 151      FUNDAMENTALS OF STATISTICS\*

An introduction to statistics, including probability, sampling distributions, correlations, predictions, and hypothesis testing.

3 hours a week, 1 semester, 3 credits.

MAT 200      MATHEMATICS FOR BUSINESS AND ECONOMICS\*

This course includes the study of vectors and matrices, linear programming and Markov processes. Basic business applications of precalculus mathematics will be considered.

*Prerequisite:* MAT 111 or MAT 113 or equivalent.

3 hours a week, 1 semester, 3 credits.

MAT 201      APPLIED CALCULUS FOR BUSINESS AND ECONOMICS\*

This course will include differentiation through the second derivative with applications, definite and indefinite integrals with business applications.

*Prerequisite:* MAT 200

(Not open to students who have completed MAT 205.)

3 hours a week, 1 semester, 3 credits.

PHI 160      INTRODUCTION TO ETHICS\*

The nature of moral problems; the language of ethics; ethical reasoning and justification; absolutism and relativism; theories of the good life; the history of ethical thinking.

3 hours a week, 1 semester, 3 credits.

#### PHI 268 ETHICS AND BUSINESS\*

This course will examine the relation between ethical theory and business decisions, practices, and policies. The meaning of ethics will be discussed, and differences between morally right and other criteria of right action will be explored. Theory analysis and case studies will enable the student to make informed and intelligent value judgments concerning such issues as truth in advertising, affirmative action, profit motive, pollution, rights and responsibilities of workers.

*Prerequisite:* any one of the following: GS 402, PHI 123, 124, 125, 150, 154, 160.

3 hours a week, 1 semester, 3 credits.

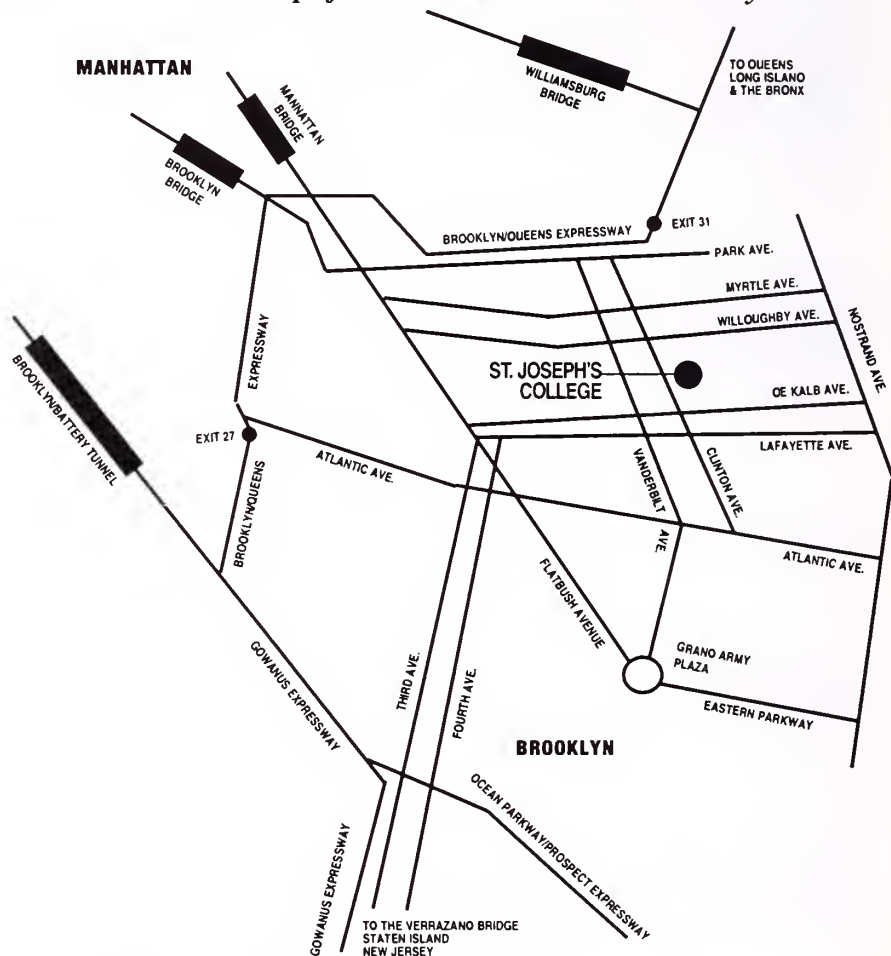
#### SPC 102 SPEECH COMMUNICATION\*

A study of the speech communication process-its basic theories and principles and their application in guided speech experiences, including public speaking, interpretive reading and group discussion.

3 hours a week, 1 semester, 3 credits.

## LOCATION

### Area Map of Clinton Hill and Downtown Brooklyn



St. Joseph's College is located in the Clinton Hill section of Brooklyn. The College may be reached via:

#### BUS

DeKalb Avenue Bus (B38) to Clinton Avenue  
 Crosstown Bus (B61) to Vanderbilt Avenue  
 Myrtle Avenue Bus (B54) to Clinton Avenue  
 Flushing Avenue Bus (B57, B62) to Vanderbilt Avenue  
 Vanderbilt Avenue Bus (B69) to DeKalb Avenue  
 Nostrand Avenue Bus (B44) to DeKalb Avenue  
 Transfer to B38.  
 Flatbush Avenue Bus (B41) to Vanderbilt Avenue  
 Transfer to B69

#### SUBWAY

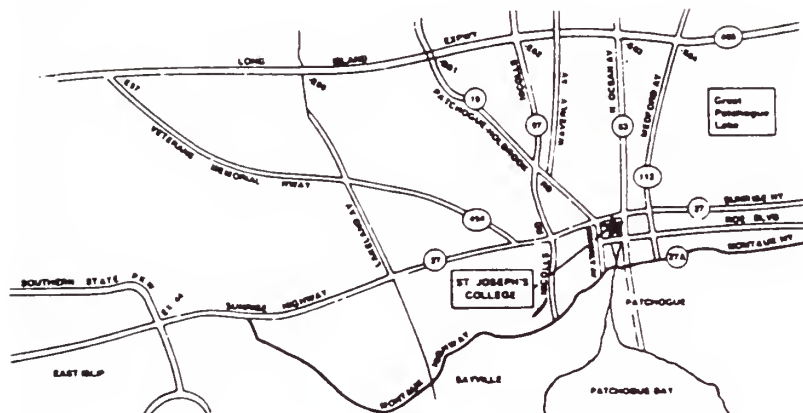
G to Clinton-Washington Station  
 A to Hoyt-Schermerhorn Transfer to G  
 D, M, N, Q, R to DeKalb Station  
 Take B38 bus to Clinton Avenue  
 E, F to Queens Plaza Transfer to G

#### CAR

Brooklyn Queens Expressway: Exit 31, Wythe-Kent, from Queens,  
 or Exit 27, Atlantic Avenue, from Brooklyn.

For more detailed travel information,<sup>1</sup> call the Division of General Studies,  
 (718) 399-0068.

## Area Map of Patchogue Vicinity



**TRAIN:** Long Island Rail Road to Patchogue Station

**CAR:** **Travel East** on the Long Island Expressway to Exit 61 onto Patchogue-Holbrook Road, South to Sunrise Highway (Rte. 27). Turn left on Rte. 27, 1000 feet to College entrance on right.

*or*

Travel **East** on Southern State Parkway to Exit 44, Sunrise Highway East (Rte. 27). Continue on Sunrise Highway to (Exit 52); go 1000 feet beyond Waverly Avenue.

**Coming South:** Travel **South** on Veterans Highway or Patchogue-Holbrook Road to Sunrise Highway. Travel **East** on Sunrise (Rte. 27) to (Exit 52); go 1000 feet beyond Waverly Avenue.

*or*

**Coming West:** Travel **West** on Sunrise Highway (Rte. 27) past Ocean Avenue and continue to 1000 feet **before** Waverly Avenue (next light). Turn left onto College property.

**PLANE:** To nearby MacArthur Airport.

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Rev. Martin R. Kull, B.A., M.Div.

Protestant and Jewish clergy from the area offer their services to students.

#### ***Suffolk Campus***

S. Suzanne Franck, B.S., M.A.

Protestant and Jewish clergy from the Patchogue area offer their services to students.

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Professor Emeritus of Child Study

## FACULTY

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B.A., M.S., New School for Social Research

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Grambling State University of Louisiana
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M.S.W., Hunter College; Ed.D., University of Massachusetts
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# INSTRUCTIONAL PROGRAMS

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards. The following programs have been registered by the New York State Education Department for St. Joseph's College Main Campus in Brooklyn.

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title	Type
Biology	0401	BS	Bio/Gen. Sci 7-12	Prov
Biology	0401	BA	Bio/Gen. Sci 7-12	Prov
Business Administration, Accounting	0502	BS	CPA	Lic Qual
Business Administration	0506	BS		
*Management of Human Resources	0515	BS		
Elementary Pre K-6 Teachers of Special Education	0802	BA	Pre K-6	Prov
Elementary Pre K-6 & Special Educ	0808	BA	Special Ed	Prov
French	0808	BA	Pre K-6	Prov
Spanish	1102	BA	Special Ed	Prov
Health Administration	1105	BA	French 7-12	Prov
*Nursing	1202	BS	Spanish 7-12	Prov*
*Community Health and Human Services	1203.10	BS		
Child Study	1299	BS		
English	1305	BA		
Speech	1501	BA	English 7-12	Prov
Speech	1506	BA		
Mathematics	1506.01	BA	Speech	Prov
Mathematics	1701	BA	Mathematics 7-12	Prov
Chemistry	1701	BS	Mathematics 7-12	Prov
Chemistry	1905	BS	Chemistry 7-12	Prov
Chemistry	1905	BA	Chemistry 7-12	Prov
Psychology	2001	BA		
Recreation	2103	BS		
Social Sciences	2201	BA		
Human Relations	2201	BA		
History	2205	BA	Social Stud 7-12	Prov

\* Administered through the Division of General Studies

# INSTRUCTIONAL PROGRAMS

Program Title	HEGIS Code	Degree Awarded	Certificate/License Title      Type
*General Studies	4901	BS	
**Management	5004	CERT	
**Leadership & Supervision	5004	CERT	
*Human Resources	5004	CERT	
*Training & Staff Development	5099	CERT	
**Data and Information Processing	5101	CERT	
*Health Instruction	5201	CERT	
*Health Care Management	5299	CERT	
*Home Care Administration	5299	CERT	
*Hospice	5299	CERT	
**Criminology/ Criminal Justice	5505	CERT	
*Counseling	5506	CERT	
Applied Sociology	5506	CERT	
*Alcoholism & Addictions Counseling	5506	CERT	
**Gerontology	5506.20	CERT	

\*Administered through the Division of General Studies

\*\*Available in both the College of Arts and Sciences and the Division of General Studies

## FACULTY DATA

To meet the specialized professional needs of many its students, the College has created a special category of faculty called preceptors. Most of the preceptors maintain their regular professional affiliations, thereby providing students with the full benefit of their expertise. There are 17 preceptors in the Community Health and Human Services, 10 preceptors in the Health Administration, 16 preceptors in the General Studies, and 9 preceptors in Business Management.

In addition to full-time faculty and preceptors, the following numbers of lecturers (part-time, adjunct faculty) teach in the Division of General Studies:

### *Department*

Community Health	20
Health Administration	9
Management and Computer	8
General Studies	13

## STUDENT RETENTION AND GRADUATION

Most of the students in the Division of General Studies (Brooklyn and Suffolk Campuses) are part-time students. Of the 238 matriculated students entering in the Fall of 1988, 30% graduated by June 1992, 8% in June 1993 and 5% in June 1994, bringing the total percentage of students that graduated by June 1994 to 43%. Eight students are still matriculated for the baccalaureate degree.

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